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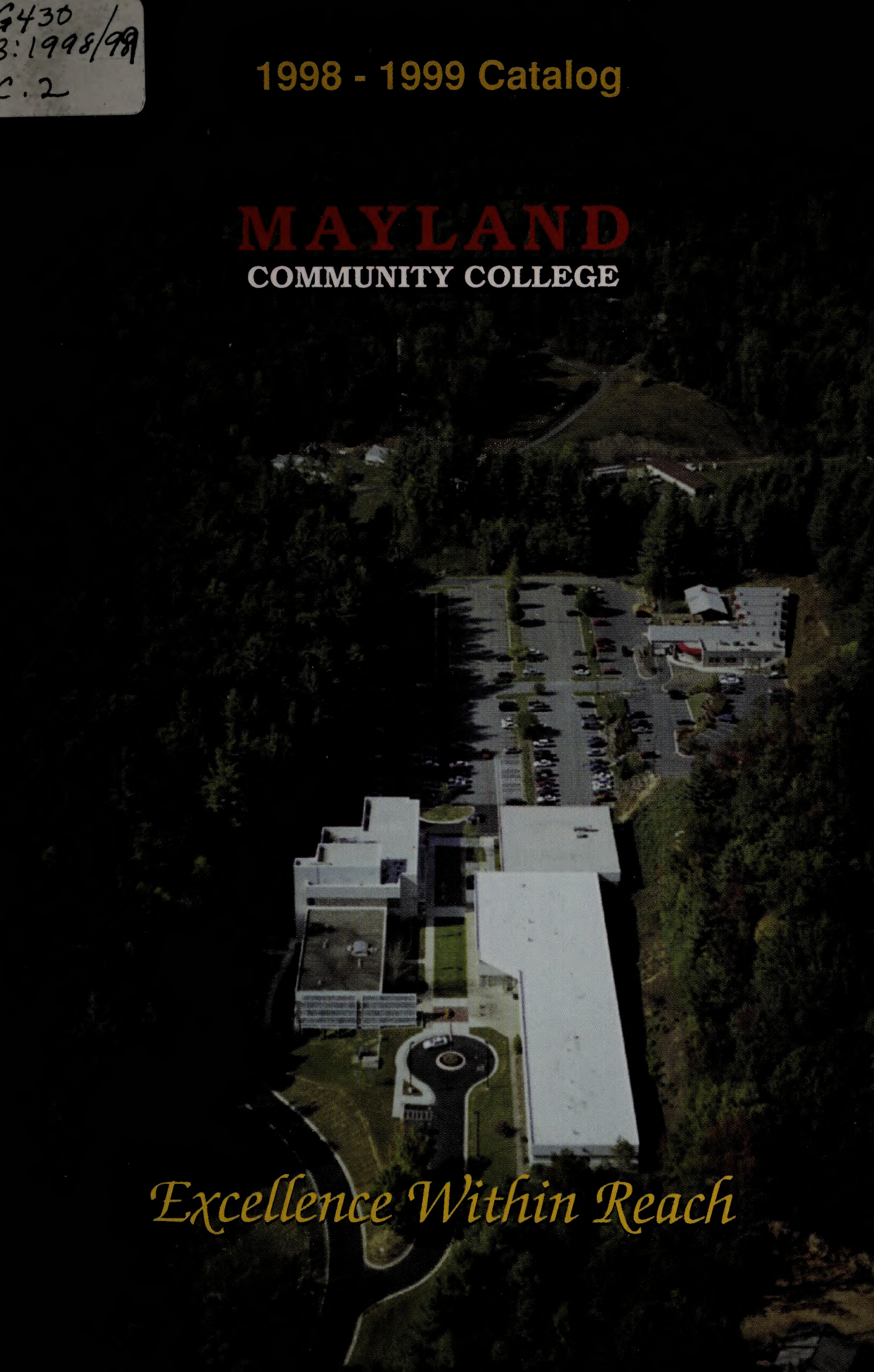
1998 - 1999 Catalog

MAYLAND
COMMUNITY COLLEGE



Excellence Within Reach

MAYLAND COMMUNITY COLLEGE

Announcement of Programs for 1998-1999

Excellence Within Reach

MEMBER

Alliance of Community College Innovation
American Association of Community Colleges
Appalachian Consortium
Association of Childhood Education International
Association of Community College Trustees
Automotive Service Association
Avery County Chamber of Commerce
College and University Personnel Association
Eastern Regional Competency-Based Education Consortium
LERN (Learning Resources Network)
Mitchell County Chamber of Commerce
Mountain College Library Network
National Association for College Admission Counseling
National Association of Student Financial Aid Administrators
National Council for Occupational Education
National Initiative for Leadership and Institutional Effectiveness
National Institute for Staff/Organizational Development (NISOD)
North Carolina Association of Community College Trustees
North Carolina Association of Student Financial Aid Administrators, Inc.
North Carolina Citizens for Business & Industry
North Carolina Community College System
Southern Association of Colleges and Schools
Yancey County Chamber of Commerce

For additional information, contact

MAYLAND COMMUNITY COLLEGE

200 Mayland Drive, P.O. Box 547
Spruce Pine, N.C. 28777
(828) 765-7351 or 1-800-462-9526
Website: http://www.mayland.cc.nc.us

An Affirmative Action/Equal Opportunity Institution

N.C. DOCUMENTS CLEARINGHOUSE

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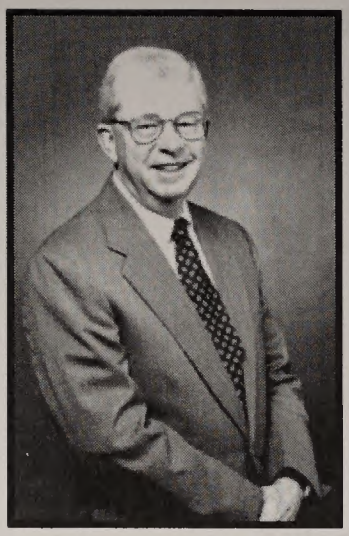
MESSAGE FROM THE PRESIDENT



With your enrollment at Mayland Community College, you are beginning one of the most thrilling and rewarding times of your life. Since the College was founded in 1971, Mayland has been the access point to many exciting learning opportunities for the people of Mitchell, Avery and Yancey counties. Over the years, many of our graduates have become successful leaders in their communities, and we are continuing our commitment to quality education and service that has always been at the heart of our promise to those we serve.

I encourage you to explore the many programs described in this catalog to find the one which best meets the goals you have established for yourself. Our College Transfer program continues to prepare an increasing number of students to transfer to four-year colleges and universities. You may also choose from many career training programs which offer technical and vocational degrees and certificates in preparation for immediate employment.

Classes are available at the main campus near Spruce Pine and at our satellite locations in Newland and Burnsville. In addition to credit courses, each of our sites offers a variety of continuing education programs designed to promote professional and personal development. The College also provides a broad range of student services to compliment your classroom studies and encourage personal growth.

In the words of Ralph Waldo Emerson, "The future belongs to those who prepare for it." I welcome you to Mayland Community College and wish you great success in your studies here. Let us take you where you are and carry you as far as you can go.

Sincerely,

Thomas E. Williams

Thomas E. Williams
President

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Correspondence Directory

Inquiries concerning aspects of the College's operations and policies should be addressed to the officials listed below.

Mayland Community College
P.O. Box 547
200 Mayland Drive
Spruce Pine, NC 28777
(828) 765-7351/1-800-462-9526
(828) 765-0728 (fax)

FOR INFORMATION ABOUT: **WRITE TO:**

Academic Services ..... Vice President of Instructional Services
- Academic Policies & Procedures
- Curriculum Faculty
- Curriculum Programs

Adult Basic Education Programs ..... Director, Basic Skills Program
- Adult Enrichment Program
- Adult Preparatory Program
- Basic Skills Program
- GED Program
- Learning Laboratory

Business Office ..... Vice President for Administrative Services
- Auxiliary Services
- Bookstore/Snackbar
- Parking Permits
- Payments/Refunds
- Payroll

Continuing Education ..... Vice President of Academic Services
- Avery Campus, P.O. Box 94, Newland, NC 28657 (828/ 733-5883)
- Mitchell County, MCC Campus (828/ 765-7351)
- Small Business Center, MCC Campus (828/ 765-7351)
- Yancey Campus, Highway 19E, Burnsville, NC 28714 (828/ 682-7315)

Institutional Advancement .. Director of Planning and Institutional Advancement
- Development & Fundraising
- Grantwriting
- Graphic Design
- MCC Foundation
- Marketing
- Planning and Research
- Public Relations
- Publications
- Website

Learning Resources Center ..... Director, Learning Resources Center

- Appalachian Room
- Audio Visual Services
- Interlibrary Loan
- Public Services

Management Information Services (MIS) ..... Director, MIS

Phillips-Gwaltney Child Development Center (CDC) ..... Director, CDC
(828) 765-1401

- Child Care Services

President's Office ..... President

- General Matters
- Personnel

Support Options for Achievement
and Retention (S.O.A.R.) Program ..... Director of S.O.A.R. Program

- Assistance for Students with Disabilities
- Basic Skills Development
- College Transfer Assistance
- Counseling Services
- Cultural & Social Events
- Free Tutoring and Peer Advising
- Personal Development & Study Skills

Student Services Office ..... Vice President of Student Services

- Admissions and Registration
- Career Counseling
- College Transfer Counseling
- Counseling Services
- Data Collection & Reporting
- Employability Services
- Financial Aid
- Orientation
- Student Insurance
- Student Records
- Student Guidelines and Policies
- Student Organizations
- Transcript Assistance
- Transfer Assistance
- Placement Testing
- Veterans Affairs

AFFIRMATIVE ACTION/ EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of Mayland Community College not to discriminate against any employee, applicant or student because of age, race, color, religion, sex, national origin, handicap/disability, exercise of rights guaranteed by the First Amendment to the Constitution of the United States, or sexual orientation to the extent such rights are recognized and/or protected under applicable federal or state laws, and to take affirmative action to insure that applicants will be employed and personnel actions will be taken during employment commensurate with this policy. In furtherance of this policy, the College shall:

- Apply all policies, procedures and standards of the College as evenly as practicable;

- Insure that resources are available to all without discrimination as prohibited in this policy;

- Recruit and employ faculty and staff at all levels and in all departments of the College without discrimination as prohibited in this policy in order to maintain standards of employment consistent with normative job requirements;

- Provide remuneration on the basis of equal pay for tasks involving equal skills, effort, responsibilities and performance under equal working conditions; and

- Extend to employees opportunities to equip themselves for advancement within the College without discrimination as prohibited in this policy to insure that such advancement is based solely on individual performance and task requirements.

In addition to a commitment to equal employment opportunity, the College shall act affirmatively in actions in support of this policy. The affirmative action shall, at a minimum, support the goal of attaining a relationship of minorities and women in employment equal to their proportionate representation within the institution's service area for faculty, administrative, professional and non-exempt positions.

This catalog contains a current description of Mayland Community College. It may be changed from time to time to carry out the purposes and objectives of the College. Important changes in fees, dates, programs and policies will be publicized to the student body and reflected in the next issue of the catalog and the catalog addendum. It is not a contract.

COLLEGE CALENDAR FOR 1998-1999

FALL SEMESTER 1998

Registration ..... Wednesday, August 12
Faculty Workday/Orientation ..... Thursday, August 13
Faculty Workday ..... Friday, August 14
First Day of Classes ..... Monday, August 17
Late Registration/Schedule Revision ..... Monday-Friday, August 17-21
Last Day to Pay ..... Friday, August 21
Labor Day Holiday (College Closed) ..... Monday, September 7
End of Unconditional Withdrawal ..... September 28
Fall Break (No Classes) ..... Monday-Friday, October 12-16
End of Conditional Withdrawal ..... November 4
Veterans Day (Classes Held) ..... Monday, November 9
Advising/Early Registration for Spring Semester .... Monday-Friday, November 9-13
Thanksgiving Holidays (College Closed) ..... Thursday-Friday, November 26-27
Last Day of Classes ..... Wednesday, December 16
Christmas Holidays (College Closed) ..... December 21-25

SPRING SEMESTER 1999

Registration ..... Monday, January 4
Faculty Workday/Orientation ..... Tuesday, January 5
First Day of Classes ..... Wednesday, January 6
Late Registration/Schedule Revision ..... Wednesday-Tuesday, January 6-12
Last Day to Pay ..... Tuesday, January 12
Martin Luther King Jr. Day (Classes Held) ..... Monday, January 18
End of Unconditional Withdrawal ..... February 16
Advising/Early Registration for Summer Semester ..... March 22-26
End of Conditional Withdrawal ..... March 23
Good Friday (College Closed) ..... Friday, April 2
Spring Break (No Classes) ..... Monday-Friday, April 5-9
Last Day of Classes ..... Wednesday, May 5 (Friday Classes)
Graduation ..... Saturday, May 8

SUMMER SEMESTER 1999

Registration ..... Monday, June 7
Faculty Workday/Orientation ..... Tuesday, June 8
First Day of Classes ..... Wednesday, June 9
Late Registration/Schedule Revision ..... Wednesday-Tuesday, June 9-15
End of Unconditional Withdrawal ..... June 24
Fourth of July Holiday (College Closed) ..... Monday, July 5
Advising/Early Registration for Fall Semester ..... July 12-16
End of Conditional Withdrawal ..... July 13
Last Day of Classes ..... Wednesday, August 4 (Monday Classes)

MAYLAND COMMUNITY COLLEGE

HISTORY

Mayland Technical Institute was approved by the 1971 session of the General Assembly of North Carolina upon recommendations of the State Board of Education, the Advisory Budget Commission and the Governor. The recommendations and approval were based upon the work by local citizens of the Tri-County area—**M**itchell, **A**very, and **Y**ancey counties (hence its name MAYland). Located in the Blue Ridge Mountains of western North Carolina, Mayland is one of fifty-nine institutions in the North Carolina Community College System.

On December 3, 1979, the Institute was formally renamed Mayland Technical College by the Institute Trustees and the Boards of County Commission of Mitchell, Avery, and Yancey counties.

On January 1, 1988, the College was formally renamed Mayland Community College by the College Trustees and the Boards of County Commission of Mitchell, Avery, and Yancey counties.

The College also operates the Small Business Center located on campus, as well as the Avery Campus located in Newland and the Yancey Campus located in Burnsville.

COLLEGE MISSION AND GOALS STATEMENT

Mayland Community College, located in the Blue Ridge Mountains of western North Carolina, has a commitment to technical, vocational, college transfer, basic skills and continuing education and operates under the "Open Door" policy of the North Carolina Community College System. Mayland Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree, diploma and certificate.

The Mission of Mayland Community College is to serve the adult population of Mitchell, Avery and Yancey counties by providing a continuum of educational resources to enable students to meet their current learning needs, high quality educational programs that will prepare people for employment or that will transfer to other institutions of higher learning, and opportunities to improve the standards of living and the quality of life of residents of the participating counties.

In keeping with the mission of Mayland Community College, the Board of Trustees, staff and faculty have adopted the following goals. To:

1. Provide effective, efficient instructional/academic programs and modify them as necessary in order to meet the identified needs of the people served.
2. Provide effective support services which assist and enable students to achieve their educational goals.

3. Provide an effective teaching and learning environment conducive to the achievement of each student's maximum potential.
4. Reach out to the community through special programs for the traditionally underserved, as well as provide cultural activities for the entire community.
5. Foster partnerships and support economic development through productive interactions with advisory committees, school systems, businesses and industries, civic groups and public and private non-profit agencies.
6. Provide comprehensive faculty/staff development programs designed to strengthen the communication skills and educational background of all faculty and staff.
7. Foster a positive institutional image and sense of college pride through open communications, college activities, public relations and marketing.
8. Maintain an efficient management system through data collection, planning and evaluation designed to improve college operations and effectiveness.
9. Provide appropriate facilities and equipment for all on-and-off campus classes and activities.
10. Continue to assess and evaluate the role of the College in addressing changing community needs.

VALUES

In all that we do, Mayland Community College will strive to emphasize:

Quality	Growth
Teamwork	Innovation
Respect	Integrity

GENERAL INFORMATION

I. GENERAL INFORMATION

The main campus of Mayland Community College is located on Highway 19E, three miles east of Spruce Pine. The College also operates in facilities located in Burnsville and Newland.

ACCREDITATION

Mayland Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number (404) 697-4501) to award certificates, diplomas, the Associate in Applied Science and the Associate in Arts Degree.

In addition to this comprehensive accreditation, the Associate Degree Nursing Program has been accredited by the North Carolina State Board of Nursing, and the College has been accredited by the N.C. Criminal Justice Education and Training Standards Commission. All degree and diploma programs and the General Educational Development (GED) courses are approved by the Department of Veterans Affairs.

EVENING AND OFF-CAMPUS OFFERINGS

The College is operational both night and day. Working students can fit coursework around their work schedules and in some programs can complete all work toward a diploma or degree by attending only in the evening. The College also has off-campus classes which include both credit and non-credit courses. Many of these are offered to community organizations, businesses and industries.

VISITORS

Visitors, and in particular prospective students, are always welcome at Mayland Community College. Group tours may be scheduled through the Student Services Office (765-7351). Members of the Student Services staff will conduct tours and answer questions about programs. Visitors must register with the receptionist upon arrival to campus and park in visitors' slots.

TOBACCO-FREE CAMPUS POLICY

The Board of Trustees has established that the campus of Mayland Community College shall, with the exception of designated areas, be tobacco-free.

Smoking is prohibited in all college buildings and college-owned vehicles; however, smoking will be permitted in the following outdoor areas that have been designated by the President as smoking areas:

- Outside the entrance to the main Administrative/Classroom building near the flagpole and in the vicinity of the entrance to the Cosmetology area;
- Outside the second floor entrance to the Administrative/Classroom building near the Biology Lab;
- The loading dock area near the Student Commons;
- The breezeway area outside the Bookstore in The Sam Center; and
- The outdoor courtyard area on the ground floor level of The Sam Center. The courtyard is located near the concrete retaining wall at the base of the metal stairway that leads from the plaza level to the ground floor level.

POSSESSION OF FIREARMS AND OTHER DANGEROUS WEAPONS POLICY

The possession, whether concealed or otherwise, of firearms or other weapons as defined in N.C.G.S. 14-269.2 on the campus and grounds of Mayland Community College or off-campus locations where classes and/or activities are being conducted under the auspices or on behalf of the College is forbidden except as provided by statute or policy adopted by the Board of Trustees.

Any student or employee found to be in possession of a firearm or other weapon in violation of this policy is subject to immediate dismissal, termination, and/or prosecution in accordance with applicable statutes. Any other person in violation of this policy is, in addition to being subject to criminal prosecution under applicable statutes, subject to immediate expulsion from institutional facilities and prohibition against reentry.

Exceptions to the general policy statement include:

- Sworn law enforcement officers may carry their firearms or other weapons on their person only while conducting official business on the campus and grounds of Mayland Community College.
- Sworn law enforcement officers who enroll in educational classes and/or activities conducted under the auspices of the College may carry firearms or weapons only while attending classes or training that specifically require the use of such weapons at all times, subject to institutional procedures and directives and orders of college representatives.

Subject to institutional procedures, college personnel are authorized to possess firearms and weapons incident to institutional programs for training and safety which require weaponry for educational purposes.

PARKING AND TRAFFIC POLICIES

The Board of Trustees of Mayland Community College has the President establish and implement regulations, guidelines and procedures for the management of parking and traffic at the College and access roads leading to the College.

- All regulations, guidelines and procedures shall be in accordance with the provisions of Chapter 115D-21 of the North Carolina General Statutes and other applicable local, state or federal ordinances.
- Users of College streets, roads, driveways, and access roads shall do so in a manner consistent with applicable local, state or federal ordinances.
- The President shall have the right to deny use of College streets, roads, driveways and access roads to any individual, group or organization deemed to be in violation of College parking and traffic regulations, or for any other reason.
- The speed limit on all College streets, roads, driveways and access roads shall be twenty (20) miles per hour.
- All students, faculty and staff must have a valid parking permit.
- Reasonable provisions shall be made for the towing or removal of unattended vehicles found to be in violation of College parking and traffic regulations.
- Additional rules, regulations and ordinances adopted pursuant to this policy are contained in the current edition of the *Student Handbook* and are available to all students, employees and visitors to the College.

FACILITIES USE POLICY

Mayland Community College makes its facilities available for civic, cultural, educational and/or recreational activities as authorized by the President or his/her designee. Details are available upon request from the office of the Vice President of Administrative Services.

The procedures and guidelines established will ensure that users preserve and properly care for the facilities, and that scheduled activities will not conflict with the use of the facilities or grounds for College purposes or with applicable federal, state or local statutes and/or ordinances, or with policies adopted by the Board of Trustees.

The President shall establish a facilities fee structure that will take into consideration the approximate costs of operation and maintenance of the space used.

The President shall have the right to waive the facility use fee if he/she determines that doing so would be in the best interests of the College.

The College reserves the right to deny the use of any of its facilities to any individual, group or organization for any reason.

Permission to use the facilities of Mayland Community College in no way constitutes an endorsement, advocacy or approval by the College of the goals, objectives, aims or opinions of any individual and/or organization, nor is it to be construed as such.

COMPUTER USE POLICY

Because the rapid pace of changes in technology also changes the ways that information may be accessed, processed, communicated and distributed by members of the College community, and because in a free and democratic society access to information is a fundamental right of citizenship, Mayland Community College supports the principle of open access to information resources by students, and encourages the development by faculty and staff of appropriate skills to make use of such resources.

Recognizing that each individual user is ultimately responsible for his/her own actions, the Board adopts the following policy governing the use of institutional computing resources and establishes conditions relative to their acceptable use for the purpose of allocating its resources and avoiding disruption of its educational programs. This policy makes no attempt to articulate all required or prohibited behavior by users of the computer resources of Mayland Community College. While ultimate decisions on access shall be made by College personnel, guidelines shall be adopted subject to the limitations of the following sections.

ACCEPTABLE AND UNACCEPTABLE USES

Computing resources owned and/or operated by Mayland Community College are intended for the use of its students, faculty, staff and other authorized individuals for purposes directly related to instruction.

It is not acceptable to utilize or make use of the computing resources of Mayland Community College:

- For any purposes prohibited by federal or state law;
- For commercial gain or profit;
- To create or propagate computerized viruses;
- To access, display, make accessible, play, publish or transmit any annoying, discriminatory, indecent, lewd, obscene, pornographic, offensive, racist, sexist, threatening or harassing language and/or materials;
- To transfer copyrighted materials to or from any computer system, or via Mayland Community College's computer networks, except as permitted by law or by written agreement with the owner of the copyright; and
- To attempt to obtain unauthorized computer access or privileges, or to attempt to trespass in the files, folders or work of another individual.

Further, it is not permissible to deliberately attempt to damage and/or sabotage institutional computers, computer software or computer networks.

RESERVATION OF RIGHTS AND LIMITS OF LIABILITY

Mayland Community College reserves all rights in the use and operation of its computer resources, including the right to monitor and inspect computerized files, resources and/or computer support services, or to terminate service at any time and for any reason without notice.

The College makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private or secure.

The College and its representatives are not liable for any damages and/or losses associated with the use of any of its computer resources or services.

VIOLATIONS

Violation of any of the provisions of this policy may result in suspension of computing privileges, disciplinary review, dismissal, termination, and/or prosecution in accordance with applicable federal, state or local statutes or ordinances.

OFFICE HOURS

- Administrative offices and all service offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m.
- The Student Services Office is open until 7:00 p.m. Monday through Thursday evenings.
- The Financial Aid Office is open until 7:00 p.m. on Monday evenings.
- The Bookstore is open Monday through Thursday 8:00 a.m. - 6:00 p.m. and Friday 8:00 a.m. - 5:00 p.m.
- Office hours of instructors are posted on their office doors at the beginning of each semester.

STUDENT DEVELOPMENT SERVICES

II. STUDENT DEVELOPMENT SERVICES

The Student Services Office provides a variety of support services to prospective students and enrolled students as they explore career options and Mayland Community College programs. The mission of Student Services is to develop programming designed to enhance the quality of students' lives and to assist them in their personal and professional development. From preadmission to post graduation, Student Services seeks to provide and support opportunities designed to develop the student holistically while facilitating their matriculation, persistence and attainment of educational goals.

GENERAL ADMISSION REQUIREMENTS

Mayland Community College operates under the "Open Door" policy of the North Carolina Community College System. Instruction is open to any individual 18 years of age or older who is not presently enrolled in high school.

Requirements for admission to programs leading to an associate degree, diploma or certificate:

1. High School graduation or state-approved equivalent education.
2. Transcripts from high school and post-secondary institutions attended. *A student without a transcript by the end of the first semester of enrollment will not be eligible to enroll for the following semester.*
3. Completion of the MCC Computerized Placement Test (CPT) for students taking courses requiring reading proficiency, English and/or mathematics.

Mayland Community College strongly encourages concurrent enrollment in our GED program for the following certificate programs which do not require high school graduation or state-approved equivalent education for initial enrollment:

Autobody Repair Level I Certificate	C 60 10 0 C1
Autobody Repair Level II Certificate	C 60 10 0 C2
Cosmetology Certificate (Manicure)	C 55 14 0
Electrical/Electronics Certificate Residential Wiring	C 35 22 0 RW
Electrical/Electronics Certificate Industrial Wiring	C 35 22 0 IW
Industrial Maintenance Certificate	C 50 24 0
Welding Technology Certificate Level I	C 50 42 0 C1
Welding Technology Certificate Level II	C 50 42 0 C2

To complete the diplomas in the above programs, completion of high school/ GED is required.

ADMISSION PROCEDURES

Those wishing to enroll in any curriculum offered by Mayland Community College should:

1. Make an appointment to meet with an Admissions/Retention Advisor for assistance with the application, transcripts and placement testing.
2. Obtain an application form from the Student Services Office or from a local high school guidance office.
3. Submit the properly completed application form, including a health appraisal form for programs requiring it.
4. Request that transcripts of previous educational experiences be sent directly to the Records Analyst.
5. Take the MCC Computerized Placement Test (CPT). This is not an entrance exam. Its purpose is to determine proper course selection in math, English and reading courses.
6. Upon receipt of an application, a student is assigned a faculty advisor based on the student's program interests. The student will be notified by letter.
7. The student will be notified by letter when all admission procedures have been completed.

SPECIAL ADMISSION REQUIREMENTS

ASSOCIATE DEGREE NURSING PROGRAM

Admission to the Associate Degree Nursing program is based on a competitive ranking system. The requirements for Associate Degree Nursing are: (1) Students must possess a high school diploma or GED certification; (2) Students must meet minimum scores on the Computerized Placement Test (CPT) or demonstrated competence; (3) Students must have freedom from any physical or emotional disability that would prevent the applicant from performing the normal duties of a nurse; (4) Applicants who have been convicted of a felony should talk with the department chair; (5) Check with Student Services for additional admission requirements.

BASIC LAW ENFORCEMENT TRAINING (BLET)

The requirements for admission to Basic Law Enforcement Training are: (1) Students must be US citizens; (2) Students must possess a high school diploma or GED certification; (3) Students must pass a physical exam; (4) Students must be at least 20 years old. Please see the BLET school director prior to enrollment in BLET.

HIGH SCHOOL DUAL ENROLLMENT

Individuals between 16 and 18 years of age may be admitted to appropriate courses at Mayland Community College in accordance with North Carolina General Statutes and the North Carolina Administrative Code for Community Colleges. Admission requirements include joint approval of high school and Mayland Community College officials.

STUDENTS TRANSFERRING TO MCC

Students may be admitted with advanced standing by transfer from accredited colleges and universities and from previous programs taken at Mayland Community College. Transfer students must be eligible to return to the last institution attended. If the student is admitted, his or her record will be evaluated to determine the amount and type of credit to be transferred. However, at least one-fourth of the credit required for a degree must be completed at Mayland Community College. Any exceptions will be made by the President.

NON-DEGREE SEEKING STUDENTS

Students who plan to take one or more courses, but not pursue a degree, will be admitted after completing an application form and the MCC Computerized Placement Test for those taking courses requiring proficiency in reading, English and/or mathematics.

STUDENTS WITH DISABILITIES

Federal law prohibits Mayland Community College from making preadmissions inquiries about disabilities. Information regarding a disability, voluntarily given or inadvertently received, will not adversely affect an admission decision. If a student requires special services such as an interpreter or taped textbooks because of a disability, he/she should notify the director of S.O.A.R. at least six weeks in advance. This information will allow the College to prepare appropriate support services to facilitate learning. This information will be kept in strict confidence and has no effect on admission to the College.

FOREIGN STUDENT ADMISSION

A student wishing to apply for admission as a foreign student should first make arrangements through the American consulate in his own country to take the Test of English as a Foreign Language (TOEFL). Applicants will not be considered until a satisfactory score is received. Educational records, including transcripts, must be translated into the English language and must contain course titles, grades and an explanation of the marking system. Also, foreign applicants must submit an official certification that adequate funds are at the applicant's disposal to meet education and living expenses. Financial aid through the school is not available to foreign students. A copy of the student VISA is required for the student's record. If a social security card is available, a copy will be included in the record. In addition, foreign applicants must meet all admission requirements as stated in this catalog.

READMITTANCE

Students re-entering after two semesters of non-attendance will be placed into the guidelines of the current catalog for graduation purposes.

Expelled or suspended students may be readmitted during a subsequent semester by completing a Justification for Readmission Statement which will be reviewed by the ARA, Faculty Advisor, Vice President for Student Services and Vice President for Instructional Services. Grounds for expulsion or suspension are found in the Student Conduct Code located in the Student Handbook.

AUDITING COURSES

Students who wish to audit courses must follow regular registration procedures. They will be admitted to class only if there is room after students taking the course for credit are admitted. Audits are to be declared and noted during the first 5 days of the semester. After the drop/add period, a course designation may not be changed from credit to audit or from audit to credit.

Auditing students are charged the same tuition rates credit students are charged but do not receive credit for courses audited. They are expected to observe all attendance and other regulations. Hours taken through audits will not be included in determining enrollment status or eligibility for financial assistance.

ADMISSIONS ADVISING

Each student seeking information about admission to Mayland Community College should make an appointment with an Admission/Retention Advisor (ARA). ARAs provide general information about the college offerings, assist with the application, transcript requests, and placement testing, as well as provide basic information about financial aid and scholarships. ARAs also refer students to other needed services, such as career counseling or personal counseling.

After students are admitted, the ARAs continue to serve as retention counselors if students need additional resources or support systems in order to stay in school.

TUITION, FEES AND EXPENSES

TUITION

In-State: Tuition is $20.00 per credit hour up to 14 credit hours for Fall and Spring Semesters and $20.00 per credit hour up to 9 credit hours for Summer.
Out-of-State: Tuition is $163.00 per credit hour up to 14 credit hours for Fall and Spring Semesters and $163.00 per credit hour up to 9 credit hours for Summer.

Tuition per Semester	**N.C. Resident**	**Out-of-State Resident**
Fall	280.00	2,282.00
Spring	280.00	2,282.00
Summer	180.00	1,467.00
TOTAL FOR YEAR	**$740.00**	**$6,031.00**

Charges for tuition are subject to change as determined by the North Carolina State Legislature. Charges are based on 1997-98 figures.

FEES

Fees per Semester	N.C. Resident	Out-of-State Resident
Activity Fee: (students registered for 9 or more credit hours)	(Fall) 16.00 (Spring) 12.00	(Fall) 16.00 (Spring) 12.00
(students registered for 1-8 credit hours)	(Fall) 10.00 (Spring) 8.00	(Fall) 10.00 (Spring) 8.00

A portion of the activity fee covers graduation expenses.

Lab Fees of $5.00 per course, not to exceed $10.00 per academic term, will be assessed on courses in the following subject areas: Biology (BIO), Office Systems Technology (OST), English (ENG), Electronics Engineering Technology (ELN), Information Systems (CIS, CSC or NET) and Physics (PHY).

Fees are subject to change as determined by the State Board of the North Carolina Community College System and Mayland Community College Board of Trustees.

INSURANCE

All curriculum students (full-time and part-time) are required to purchase insurance to cover accidents associated with school activities. This group insurance costs an average of $1.40 per semester, subject to yearly assessment.

Students may file an insurance claim by completing a form available from the Coordinator of Personnel Services.

LATE REGISTRATION FEE

There is a $5.00 processing fee for late registration in curriculum programs.

OTHER EXPENSES

• Books and Supplies: The cost of books and supplies varies greatly from program to program, and from one semester to another. Generally, this cost will be $40 for a used textbook to $60 for a new textbook. Therefore, book prices could range from $250 to $350 per semester.

• Cosmetology Program: Cosmetology students will be required to purchase a basic kit, white uniforms and shoes, a name tag, mannequins, a hair dryer, a marcel iron and Pivot Point books. The total cost of these items will be approximately $500.

• Physical Education: Courses may require a special fee to defer the cost of equipment and facility rental.

• Associate Degree Nursing Program: Students in the Nursing Program will be required to buy uniforms, shoes, professional liability insurance, achievement tests, photocopying, provide transportation to clinical sites and pay additional graduation expenses. Approximately $2,500-$3,000 will be required to pay total costs, except transportation.

EXPENSE WAIVERS

• North Carolina residents age 65 and older, high school students, prisoners and students enrolled in the General Educational Development program are not required to pay tuition or activity fees. These students may be required to purchase student accident insurance for certain courses.

• Students preparing to take the General Education Development Tests for a high school equivalency certificate do not pay tuition, activity fee or insurance. However, a $7.50 fee is required to take the GED exam.

• BLET students are exempt from tuition if they meet requirements set forth in the North Carolina Administrative Code—Chapter 12, sections 9 and 10.

REFUNDS

• Tuition refund/credit procedure is established by the North Carolina Administrative Code and is subject to revision. Additional required costs to students must be approved by the Mayland Community College Board of Trustees but may be enacted at any time. Announcements of additional charges or changes in cost will be made prior to registration periods.

• Students properly withdrawing from courses before the 20% point of the course are eligible for partial tuition refund upon request (not including fees or books). Refunds will be mailed in a reasonable time following the withdrawal of the student from the course *(subject to change by NCCCS).*

• Tuition refunds will not be considered for tuition of five dollars ($5.00) or less, except if a course or curriculum fails to materialize, in which case all the student's tuition shall be refunded.

• No refund of activity fee will be made unless a course fails to materialize.

• If a student officially withdraws from the institution before the end of the semester and the reasons for the withdrawal are found excusable by the Vice President of Student Services, the student may be allowed credit for unrefunded tuition and fees if he/she applies for readmission during the next school year and petitions in writing to be allowed such credit.

RESIDENCY STATUS FOR TUITION PURPOSES

To qualify as a North Carolina resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and must have maintained that legal residence for at least twelve months prior to his/her classification as a resident for tuition purposes. Every applicant for admission will be required to make a statement as to his/her length of residency in the state and may be asked for additional information to support a residency claim. Each student will be classified by the Records Analyst as either a resident or non-resident of North Carolina. A student may appeal his/her residency classification to the Vice President of Student Services within 30 days of the decision.

PLACEMENT TESTING

All entering curriculum students, not having prior college credits in English or mathematics, will take the Computerized Placement Tests (CPTs) through the Admissions Office. The CPTs provide information on a student's skill level in reading, English and mathematics and helps determine the appropriate courses in these areas for the student's chosen curriculum. The tests are untimed. If placement test scores indicate above average skill, a student may be allowed to exempt particular classes. If the scores indicate developmental work is needed, the student may be placed in skill-building courses. Credits for developmental courses do not count toward the required number of credit hours for graduation. If courses have been taken at another college, or if a student has taken the SAT or ACT test, the CPTs may not be needed. Transcripts, SAT and ACT test scores need to be evaluated before taking the CPTs. Special testing is available to students with disabilities. Please contact the Support Options for Achievement and Retention (S.O.A.R.) Office in advance for special testing accommodations.

FINANCIAL AID

The Coordinator of Financial Aid will provide information and assistance to students applying for the various types of aid described in this catalog.

CONSUMER INFORMATION

Mayland Community College seeks to provide financial assistance to students who otherwise would not be able to continue their education. The types of aid available include scholarships, grants, part-time work and student loans. All students are encouraged to apply for financial assistance. Counselors in Student Services are available to advise and assist students in applying for financial aid.

Student eligibility for financial assistance is determined by the Free Application for Federal Student Aid and the Mayland Community College Scholarship Application. All information received in the MCC Financial Aid Office will remain confidential. Awards are made according to federal, state and local regulations and are determined by subtracting the expected family contribution from the total educational cost. Information submitted may be subject to documented verification.

The school reserves the right to review and make adjustments to awards if the student becomes overawarded, if the student's resources change, or if there are other changes in the student's financial need.

Students in default of a student loan or repayment of a grant cannot be awarded financial aid under Title IV Federal Regulations.

Students receiving financial assistance are required to demonstrate academic progress. Mayland Community College requires that a student maintain satisfactory academic standards, as well as earn a minimum of 27 credit hours per academic year when enrolled as a full-time student, 18 credit hours per academic year when enrolled as a two-semester student, and 9 credit hours per academic year when enrolled as a half-time student.

Students who lose their financial aid may re-establish their eligibility by completing 6 credit hours in a semester with a 2.00 GPA without the benefit of financial assistance.

Financial aid awards are not made on the basis of any disability, race, color, sex or national/ethnic origin.

APPLICATION PROCEDURE

Students applying for all financial aid available (with the exception of scholarships) must file the FAFSA (Free Application for Federal Student Aid). This application will be used to determine eligibility for federal Pell Grants, federal College Work-Study, FSEOG, NCSIG and federal Stafford Loans. There is no fee charged to process this application.

Any student who wishes to apply for a scholarship may complete the Mayland Community College Scholarship Application which may be obtained at the Student Services window.

All applications for financial aid are available in local area high school guidance offices and in the Student Services area of the Administration/Classroom Building.

TYPES OF AID

FEDERAL PELL GRANT PROGRAM

The purpose of the Federal Pell Grant is to provide eligible students with a foundation of financial aid for post-secondary education. Any student working toward a degree may be eligible for the grant, which ranges from $400-$3000, depending on the number of semesters attending, the number of credit hours enrolled each semester and the Expected Family Contribution as calculated by the Department of Education.

FEDERAL COLLEGE WORK-STUDY PROGRAM

This aid is intended to provide eligible students employment to assist in paying their expenses to attend college. The MCC Financial Aid Office endeavors to assign the student to work in an area related to intended career objectives.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

This grant is for students demonstrating exceptional need to meet their costs of education. Because the FSEOG funds are limited, the student should file a FAFSA as soon as possible.

NORTH CAROLINA STUDENT INCENTIVE GRANT

Students with exceptional financial need may receive a NCSIG. The deadline for consideration of the NCSIG is March 15.

FEDERAL STAFFORD LOANS

Federal Stafford Loans, with no repayment until after graduation or cessation from college, are financed by state, federal and private funding sources. Results of the FAFSA determine eligibility for these loans.

SCHOLARSHIPS

A number of scholarships are available at MCC, and eligibility requirements vary. Brochures identifying scholarships and their criteria are available in Student Services. Scholarship applications should be returned to Student Services.

VOCATIONAL REHABILITATION

Students with exceptional need may be eligible for financial assistance under the provisions of U.S. Public Law 565. Prospective students who feel they may qualify for this aid should contact the nearest office of the North Carolina Department of Vocational Rehabilitation.

NORTH CAROLINA DIVISION OF VETERANS AFFAIRS SCHOLARSHIPS

These scholarships are available to children of certain deceased, disabled or POW/MIA veterans. For further information, the student should contact the Veterans Service Officer in his/her home county or the Coordinator of Financial Aid at MCC.

VETERANS ADMINISTRATION BENEFITS

Most curriculum programs offered by the College are approved for Veterans Administration educational assistance benefits. Veterans, dependents of veterans and war orphans may be eligible for VA benefits.

For further information and assistance in establishing eligibility for educational benefits, the student should contact the Coordinator of Financial Aid.

CHILDCARE PROJECT

Eligible students are those who meet income guidelines and are enrolled full-time in either a vocational or technical program. Childcare assistance covered by this program must be provided by a registered/licensed home or center.

JOB TRAINING PARTNERSHIP ACT (JTPA)

The goal of the JTPA program is to assist adults in finding gainful employment or to assist youths (age 16-21) in increasing their level of academic achievement in preparation for employment.

The Job Training Partnership Act can help students learn the skills necessary for a career. Qualified students can be provided assistance for class tuition, fees, books, materials and other services. JTPA serves women seeking non-traditional employment and high school dropouts seeking their GEDs. Among the qualifications are:

- Low Income
- Disability
- Pregnant Youth (16-21)
- Recipient of AFDC and/or Food Stamps
- JOBS Program Participant
- Displaced Homemaker

In addition, job search and placement assistance is provided through the HRD program.

SATISFACTORY PROGRESS STANDARDS FOR FINANCIAL AID

The Higher Education Act of 1965, as amended by Congress in 1980, mandates institutions of higher education to establish minimum standards of "satisfactory progress" for students receiving aid. For the purpose of maintaining consistency among all students receiving financial aid administered by the MCC Financial Aid Office, these standards are applicable to all financial aid programs including all federally sponsored Title IV programs.

DEFINITION OF SATISFACTORY PROGRESS: To receive initially or continue to receive financial aid, a student must demonstrate satisfactory academic progress which is a 2.00 GPA (average) and meet the following conditions: The Federal Government will allow students to receive financial aid up to 150 percent of the amount of time it takes to earn a degree/diploma/certificate as stated in the college catalog. Full-time students majoring in a curriculum established as 6 semesters may receive financial aid for 9 semesters to complete the program providing the academic progress standards stated in this paragraph are met. When a student re-enters college or changes majors, prior credits applying to the current major will be calculated in the required 150% time frame.

PROCEDURES: The specific procedures to be used in applying the satisfactory progress standards are outlined below:

1. Satisfactory progress will be evaluated prior to each payment period on a semester basis. (Exception: For the Guaranteed Student Loan, Supplemental Loans for Students and PLUS Loan Programs, evaluation will be completed prior to certification of the loan application.)
2. Grades of "F," "I," "WF," "W," "WP," "SP" and "Y" will not qualify as successful completion of credit hours attempted.
3. Repeated courses for which the student initially received a grade of "I" and was paid will not qualify for repayment. Likewise, courses repeated which were previously completed with an "A" will not qualify for repayment.
4. Audited classes are not counted in the number of hours to be considered when determining enrollment status for Pell Grant calculation and other financial aid.
5. Transfer credits from other post-secondary institutions will not be used to determine satisfactory progress.
6. Except for courses in English as a Second Language, no more than one year's worth of non-credit or reduced credit remedial coursework will qualify for payment.
7. A student who fails to demonstrate satisfactory progress as defined will forfeit all financial aid awarded and disbursements will be terminated.
8. The maximum enrollment time frame will be prorated for those students who enroll on a half-time or three-quarter time basis.

APPEAL OF FINANCIAL AID TERMINATION: To appeal financial aid termination, a student must be able to demonstrate mitigating circumstances. The procedure for appeal is:

1. A student will indicate in writing to the Coordinator of Financial Aid the reasons why satisfactory progress was not met and why financial aid should not be terminated. Documentation to support the appeal is required.
2. Within five working days, the Coordinator of Financial Aid will call a meeting of the Financial Aid Committee to review the appeal to determine whether or not termination of aid is justified. The student will be advised of the decision in writing within five working days of the meeting.

3. If the student disagrees with the finding of the committee, the student may file a grievance using the Student Grievance Policy, listed on page 34 of this catalog.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY: Should a student lose financial aid eligibility due to not meeting the satisfactory progress definition, termination will continue until the student enrolls for a subsequent academic term at his/her own expense and completes at least six (6) credit hours with a 2.0 GPA.

ESTIMATED STUDENT EXPENSES

The following are estimated student expenses for a nine-month school year.

	Single Dependent Commuter	Married Self-Supporting
Tuition and Fees	*610.00	*610.00
Books and Supplies	700.00	700.00
Room, board	2000.00	2600.00
Personal, miscellaneous	1500.00	1500.00
Transportation	1200.00	1200.00
Total	$6010.00	$6610.00

**Add $4554.30 for out-of-state tuition; child care allowance: $240 per month each child.*

ORIENTATION - ACA 111

Most majors at Mayland Community College require a mandatory orientation class during the first term of enrollment, called *ACA 111 - College Student Success*. This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. If you have questions regarding this course, contact your advisor or the Student Services Office.

COUNSELING CENTER

The Counseling Center provides assistance in several areas including personal, career and transfer. Specifically, services include:

Personal Counseling: Students experiencing personal problems in any area that affects their education can meet with a counselor to develop a plan to resolve those problems.

Transfer Counseling: Many students transfer to other colleges and need help in completing that process. A counselor can assist students in obtaining transfer information via the Transfer Library located in the Counseling Center. Catalogs from every college in the state are available, as well as software/Internet services that allow students to access any college in the nation. There are also files for each college in the state, including applications, financial aid information, and view books.

Career Counseling: Students can gain assistance in assessing their career interests and abilities, establishing career and educational goals, and developing action plans for achieving those goals. A wide variety of career development resources are housed in the Counseling Center's Career Library, including books, videos, career assessments, internet resources and extensive computerized information systems. Students can research any occupation or educational institution, enabling them to make well informed decisions. Popular assessments include the Myers-Briggs personality inventory and *DISCOVER*, a comprehensive career planning program.

Job Search Skills Assistance: Students can also gain assistance in writing a resume, developing interview skills, finding networking/shadowing opportunities, and setting up job search strategies.

Employment Assistance: An on-campus Employment Security Commission advisor is available to help students identify both part-time and full-time job openings. The computerized JIS terminals (job information systems) are available for students to access job opportunities anytime the college is open. Local job listings are also posted on the Employment Assistance Office bulletin board for easy access.

Disability Services: If a student has a physical or mental disability, he or she can receive assistance in finding accommodations for the classroom.

ACADEMIC SUPPORT

The S.O.A.R. Program (Student Options for Achievement and Retention) is an academic support program designed to provide students the opportunity to complete their chosen curriculum by increasing their options for academic success. The program attempts to identify and provide support activities which extend beyond what would normally be offered at the College. First-generation college students, (neither parent has a four-year college degree), low income students, or students with physical or learning disabilities qualify for the program. S.O.A.R. is sponsored jointly by Mayland Community College and the U.S. Department of Education, TRIO Programs, Washington, D.C. Services available include:

• BASIC SKILLS DEVELOPMENT —Trained instructors assist students with basic skill development in reading, math and English and provide supplemental assistance in related areas.

• ACADEMIC, PERSONAL AND FINANCIAL COUNSELING —S.O.A.R. staff can help students develop academic and personal goals. They also give assistance in researching all available financial resources.

• FREE TUTORING/PEER MENTORING —Tutors and Peer Mentors are available to assist students with coursework, give information, provide study skills help or whatever students need to be successful.

• TRANSFER HELP —Eligible students may receive assistance in transferring to four year colleges and universities. Trips to area colleges, information on possible courses of study and exploration of financial resources are offered.

• ASSISTANCE FOR STUDENTS WITH DISABILITIES —Services such as notetakers, recorded texts, student advocacy, etc. are available to students with disabilities. Students are asked to contact S.O.A.R. prior to registration if such services are needed.

STUDENT RECORDS

Upon receipt of the application for admission from a prospective student, a student record file is established by the Registrar's Office. It is the policy of the College that this student record file shall be used throughout the student's enrollment to collect and maintain pertinent basic data relative to the individual's admission and academic progress.

The contents of the student record file are as follows: application for admission, transcripts of the student's previous educational record, placement test results, summaries of admissions and academic progress interviews, medical history, residency questionnaire, correspondence related to admission and academic progress. The contents of the student record file are the property of Mayland Community College and are maintained in accordance with the Family Educational Rights and Privacy Act of 1974.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY

The Family Educational Rights and Privacy Act (FERPA) affords students with certain rights with respect to their educational records. They are:

The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar, chief academic officer, head of the academic department, or other appropriate official, written requests that identify the records they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified to the right of a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is to College officials with legitimate educational interests. A *college official* is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving

on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his or her tasks.

A College official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

HOUSING

Mayland Community College has no dormitory facilities. Students who wish to live away from home must make their own housing arrangements. The College takes no responsibility for locating or supervising student housing.

HEALTH SERVICES AND EMERGENCY PROCEDURES

Mayland Community College has no facilities or personnel for medical treatment other than for minor first aid and assumes no financial responsibility for injuries or sickness of students.

First aid supply kits are located in the kitchen area of the Student Commons, the Science Lab (Room 265), the Auto Body Repair Building, the Public Safety Center, the Electrical Installation/Welding Building and the Phillips-Gwaltney Child Development Center.

In the event of an emergency, accident or serious injury, individuals should:

1. Notify the main switchboard operator
2. Notify the MCC Safety Officer, located in the Bookstore.

The Safety Officer will determine the nature and extent of the emergency, accident or serious injury and take appropriate action.

Students suffering acute illness or injuries requiring more than minor first aid will be referred to the emergency room of Spruce Pine Community Hospital. The student will be responsible for all costs incurred in such treatment.

Students must provide themselves with medical insurance to cover illness and injuries. Accident insurance covering accidents occurring at school or on school-sponsored activities is $1.40 per semester.

Students are encouraged to use the services of the health department in their counties of residence for such purposes as clinics, evaluation, X-rays, inoculations, health information, etc.

Avery County Health Department 733-4971
Mitchell County Health Department 688-2371
Yancey County Health Department 682-6118

Free pamphlets containing information about various health problems are available in the student lounge area.

COMMUNICABLE DISEASE POLICY

Individuals who have, or are perceived to have, a communicable disease or communicable condition shall receive fair and impartial treatment in all aspects of employment, administration of benefits, class attendance and Mayland Community College functions. In the case of an individual having a communicable disease or a communicable condition, employment or enrollment shall only be denied, terminated, or restricted where it can be reasonably expected, given the condition of the individual and the known or reasonably suspected methods and manner of exposure, that there exists a real likelihood of transmission or infection to third parties by reason of continued or unrestricted employment or enrollment.

Persons who know, or who have reason to believe, they are infected with a communicable disease or communicable condition have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others. An individual who knows, or who has a reasonable basis for believing, that he or she may be infected with a communicable disease or communicable condition is encouraged to obtain a medical diagnosis of their condition and share the results of the diagnosis with the Coordinator of Personnel Services and/or the President.

No medical information relative to an individual's condition can be disclosed without that individual's permission except as required by state and/or federal law, or in an adversarial proceeding between the College and an individual whose employment or enrollment has been affected by reason of such conditions. In addition to safeguarding confidential medical information against disclosure, within the College, medical information is restricted to those with a legitimate interest and the administration shall ensure that access and dissemination is properly restricted to faculty and staff in the line of supervision, health care and legal advisors restricted by confidentiality, and the Board of Trustees in closed session.

The College reserves the right to require an individual to undergo a medical examination by a physician or health professional chosen by the College whenever there is a question of the individual's fitness to attend classes and/or work, or where there is a reasonable basis for concern that an individual's condition could pose health or safety hazards for other persons. If an individual is diagnosed as having a communicable disease or communicable condition which poses health or safety hazards to others, the College will make every effort to provide reasonable accommodations to allow the individual to continue work or study.

SPORTS

Mayland Community College does not presently participate in intercollegiate athletic competition. Students are encouraged to participate in basketball, softball or other teams that compete in local recreation leagues. This is organized by the Vice President of Student Services.

To begin a new sports activity, students may contact the Vice President of Student Services. If student interest is sufficient and a faculty or staff advisor can be secured, the activity may be approved and funded with student activity funds.

PEER MENTORS

Peer Mentors offer assistance to fellow students by serving as a resource concerning personal or academic concerns. New students are encouraged to seek out this service in the S.O.A.R. Program office. Peer Mentors are full-time students who have completed at least one semester of coursework.

CHILD CARE

The Phillips-Gwaltney Child Development Center, MCC's laboratory school, offers child care for students, staff, faculty and the community. Student parents have first priority. Children from 6 weeks to school-age receive a model, high quality developmental program taught by degreed teachers from 6:30 a.m. until 5:30 p.m. The Center maintains an AA license, which represents the lowest child/staff ratio available in public childcare. Nutritious meals, including breakfast, lunch and an afternoon snack are served. Various child care subsidy plans are available for student financial assistance through local county departments of social services, JOBS, JTPA, departments of labor, and MCC child care grants. For more information, contact the Center at (828) 765-1401.

STUDENT CONDUCT POLICY

Students are expected to conduct themselves as mature and responsible individuals at all times, showing high regard and respect for the rights, privileges and property of others, including college facilities and property. Student behavior is subject to federal, state and local laws.

Students are expected to perform honest academic work and follow established College policies and procedures.

Violation of any College regulations or applicable federal, state or local statutes may result in administrative action up to or including suspension or expulsion.

SEXUAL HARASSMENT POLICY

It is the policy of Mayland Community College that sexual harassment in any form will not be tolerated at the institution. The College shall not condone the sexual harassment of its students. Anyone found in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion from the College.

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic performance; or
2. submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive academic environment.

The creation of an intimidating, hostile, or offensive academic environment may include such actions as persistent comments on a student's sexual preferences

or the display of obscene or sexually oriented photographs or drawings.

Sexual harassment does not include personal compliments welcomed by the recipient, or social interaction or relationships freely entered into by students or prospective students.

In an effort to prevent sexual harassment from occurring at the institution, it is the policy of Mayland Community College to encourage the reporting of any incidents of sexual harassment and to provide a just procedure for the presentation, consideration and disposition of sexual harassment grievances.

The College also prohibits any interference, coercion, restraint or reprisal against any student who files a grievance concerning an occurrence of alleged sexual harassment. Grievances alleging sexual harassment in any form should be made as soon after the incident as possible to the Vice President of Student Services.

STUDENT GRIEVANCE POLICY

A student grievance is any matter of concern or dissatisfaction within the control of the College, except the content of college policies.

It is the policy of Mayland Community College to provide a just procedure for the presentation, consideration and disposition of student grievances. The purpose of this policy is to assure all students that their grievances will be answered quickly, and decided fairly without threat of reprisal, while providing for the orderly resolution of student grievances. If the grievance is concerned with suspension or expulsion, the student who requests the hearing will be allowed to remain in college until the grievance process is complete, unless, in the opinion of the Vice President of Student Services, he/she poses a threat of danger or disruption to persons or groups within the College.

In all cases of student grievances, the Board of Trustees of Mayland Community College shall serve as the final arbiter of appeals that may be made by the student(s) concerned.

For information on the procedure a student follows to file a grievance, please consult the *Student Handbook* or contact Student Services.

STUDENT ORGANIZATIONS AND ACTIVITIES

Mayland Community College encourages student participation in extracurricular activities. Such participation plays an important role in leadership development and in the general, social and educational growth of the student.

Student organizations are sanctioned by the Student Services Office and may be given operational funds by the Student Government Association. All organizations must have an active faculty or staff sponsor. To begin a new organization, a student should talk with the Vice President of Student Services. Refer to the Student Handbook for procedures in establishing student organizations.

CAMPUS CHRISTIAN FELLOWSHIP

A new organization on the MCC campus is the Campus Christian Fellowship, which serves members of all faiths in promoting spiritual values. The group is a recognized student organization and meets on a monthly basis.

EARLY CHILDHOOD STUDENTS' ASSOCIATION

The Early Childhood Students' Association (ECSA) is organized for students enrolled in MCC's Early Childhood Associate program. It provides networking and educational opportunities for members.

PHI THETA KAPPA

The Alpha Pi Kappa Chapter of Phi Theta Kappa is an active part of activities at Mayland Community College. This honor society emphasizes four hallmarks—Scholarship, Leadership, Service and Fellowship. To be eligible, members are required to have a cumulative grade point average of 3.25 and a minimum of 12 semester hours completed at MCC in courses above the 100 level. New members are inducted during fall and spring semesters. Leadership conferences sponsored by the Carolinas Region are held annually.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) at Mayland Community College is the official voice of the student body. As such, it not only represents the students but also works with SGA advisors to provide social, educational, cultural, recreational and service activities for the school and the community. The SGA President is also an ex-officio member of the College's Board of Trustees.

SGA meetings are held weekly. Any interested student or staff member is invited to attend and to participate in the planning of activities. Voting privileges are reserved for senators and officers.

SGA officers are elected from the student body, while senators are selected from each curriculum program in accordance with the organization's constitution. Responsibilities and powers of the SGA are those specified in its constitution and approved by the College's Board of Trustees. Copies of the SGA Constitution are located in the SGA Office.

STUDENT NURSES' ASSOCIATION

The Student Nurses' Association (SNA) is designed to benefit those enrolled in the Nursing programs at the College. Some advantages of membership in the SNA include:

- reduced rates on products and services
- rewarding contests and scholarship opportunities
- career launching seminars and services

For more information, see the SNA advisor or any nursing instructor.

ACADEMIC REQUIREMENTS

III. ACADEMIC REQUIREMENTS

REGISTRATION

Curriculum students are expected to register for courses on the days specified on the calendar in the front of this catalog. A $5.00 processing fee will be charged if a student registers after this date.

FACULTY ADVISOR SYSTEM

Each student who applies for admission should see an Admissions/Retention Advisor prior to admission. The student is then assigned to a faculty advisor within the department he/she plans to enter. The student is notified of the identity of his/her advisor in the registration instruction letter sent to new students at the beginning of each semester.

The faculty advisor is available to assist the student in planning a program of study and registering for classes at the beginning of each semester.

The student is encouraged and may be required to seek out his/her faculty advisor as a continuing source of help while enrolled at Mayland Community College.

COURSE LOAD

Students enrolled for 12 or more semester hours during the fall or spring semester are classified as full-time students. Students enrolled for 9 or more semester hours during the summer are classified as full-time students. Normal course loads will vary from one curriculum to another and from one semester to another. Normal course loads are outlined, by department, in this catalog. Students must have the permission of their advisor and the Vice President of Instructional Services in order to carry more than 18 credit hours. Students in Associate Degree Nursing are exempt from this maximum load.

ATTENDANCE

Students are expected to be present and on time for all scheduled classes. Each course has an attendance policy which will be issued to the student at the first class.

In case of inclement weather, students are responsible for making their own decisions about road safety.

The student will be held responsible for all academic requirements regardless of class attendance.

Occasionally, Saturday classes are held in order to make up days missed due to inclement weather.

Students enrolled in mandated law enforcement training must meet attendance requirements as set forth in Title 12 Chapter 9 of the North Carolina Administrative Code.

INCLEMENT WEATHER POLICY

Mayland Community College and the Phillips-Gwaltney Child Development Center will close when prevailing weather conditions are such that travel is deemed to be hazardous. This procedure has been developed to facilitate the communica-

tion of information regarding College operations during such periods.

The decision to postpone or cancel any activity at Mayland will be made jointly by the President and the Administrative Council. The decision will be made and communicated as quickly as possible. However, the unpredictable nature of mountain weather may require that changes in schedule be made quickly.

In all periods of inclement weather, students, faculty and staff are reminded to use good judgment when making travel decisions. Life and safety are to be the primary considerations. While individuals are expected to give due consideration to their responsibilities for attendance, the College recognizes and expects that adults must ultimately make their own decisions about attendance and accept the responsibility for them.

Depending on weather conditions prevailing in the majority of the College service area, the following options will be employed relative to College operations:

Option A: Operate on a regular schedule with no delay.
Option B: Operate on a delayed schedule, with staff reporting at 9:00 am and classes for students beginning at 10:00 a.m.
Option C: Classes are canceled. Staff report at 10:00 am.
Option D: The College is closed for students, faculty and staff.

Mayland Community College recognizes its obligation to deliver the instructional services for which its students have paid tuition and fees. Therefore, the College will make a good faith effort to make up all classes that are missed due to inclement weather. Adjustments in the College calendar for days missed may be made at the end of the academic term.

SCHEDULE CHANGES

Students may change their schedule of classes during the drop-add period (5 days after registration day) without academic penalty. Course changes must be listed on a schedule revision form, available through advisors, and must be signed by the advisor. This form must be processed through the Registrar's Office.

WITHDRAWAL PROCEDURES

Students who withdraw from the College during any semester should first consult with their ARA.

To withdraw from the College, the student will use the following procedures:

1. Obtain a drop form from your ARA and complete an exit interview.
2. Complete a drop-add form listing each course being dropped and secure the necessary signatures.
3. Return completed form(s) to the Registrar's Office by specified date.

Unconditional Withdrawal:

During the first third of any given semester, students may withdraw from a course by completing a drop form. Student-initiated withdrawals during this time will be without academic penalty.

Conditional Withdrawal:

During the second third of the semester, students withdrawing from a course must complete a drop form and will be given a grade of "WP" or "WF", at the discretion of the instructor according to the quality of the student's performance.

No Withdrawal:

During the final third of the semester, students will not be allowed to withdraw from registered coursework. Exceptions to this procedure will only be granted in extreme circumstances (for example, medical emergency) and must be approved by the instructor of the course, division head, and Vice President of Instructional Services.

COURSES REPEATED FOR CREDIT

When a course is repeated, the last grade recorded is the final grade for the course, and only the last hours attempted are counted in computing total credit hours and in determining the student's grade point average. Courses with earned grades of "C" or better may be repeated only by special permission from the instructor and the Vice President of Instructional Services. Students receiving Veterans Benefits may repeat only failed courses to receive payment for the class.

COURSE SUBSTITUTIONS

Course substitutions involve only courses taken in the same discipline and for at least the same credit hours. Students may request a course substitution which must be approved by the advisor, the division chair and the Vice President of Instructional Services. After the approval process, course substitutions are sent to the Registrar.

REMOVAL OF INCOMPLETES

An "I" or "Incomplete" grade indicates that a student has done passing work in a course but because of unusual circumstances, the student failed to complete some portion of the required work. Unless this incomplete is removed before the end of the succeeding semester, the "I" will automatically be changed to an "F." This removal period can be extended only by the Vice President of Instructional Services. In the absence of the instructor, the division chair will set the criteria for the removal of an "I" grade.

TRANSFER OF CREDITS TO MCC

Credits transferred from another school may be substituted for MCC courses if the content of the courses to be transferred is substantially the same as that of the required courses. At least one-fourth of the credit required for a degree, diploma or certificate must be completed at Mayland Community College. Any exceptions will be made by the President.

Credit from another school with a grade below a "C" will not be accepted.

Credit for previous educational experiences that happened more than seven (7) years before the date of enrollment is not automatic but may be granted by the Registrar, in consultation with the division chair.

Credits earned at another institution will not be considered in the computation of a student's grade point average.

PROCEDURES FOR TRANSCRIPT EVALUATION

1. An official transcript of post-secondary credits earned will be requested by the student to be released to MCC.
2. The Registrar will evaluate all transcripts of previous education according to the above stated policies after receiving all post-secondary transcripts.
3. Courses determined by the Registrar to be applicable to the MCC credits will be recorded on his/her permanent record and designated as transfer credit(s). In questionable cases, the Registrar will consult the division chair(s).
4. A copy of the student's Transcript Evaluation Form listing the transfer credit will be sent to the student and the student's advisor.

TRANSFER OF CREDITS TO OTHER SCHOOLS

Credits earned in curriculum programs may frequently be transferred to other colleges and universities. Students planning to transfer to another institution prior to or after completion of a degree program at Mayland should consult a counselor in Student Services to determine the transferability of courses from Mayland to another institution.

Students planning to transfer should obtain a catalog from the institution to which they intend to transfer. By working closely with advisors and counselors at Mayland and the institution to which the student is transferring, students can maximize the likelihood of receiving credit for Mayland courses at another institution.

RELEASE OF TRANSCRIPTS

In accordance with the Family Educational Rights and Privacy Act of 1974, an official transcript of a Mayland Community College academic record will be released by the Registrar to a third party only upon receipt of a written request from the student—owner of the record. A transcript labeled "Student Copy" will be furnished directly to the student. Students should allow a reasonable time for the Registrar to respond to transcript requests.

Mayland Community College's Privacy of Student Education Records Policy is published in the Student Handbook.

PROFICIENCY EXAMINATIONS

Credit for past experience and/or education may be allowed if a student can demonstrate, by examination, the level of proficiency required in a particular course. The student has the responsibility of demonstrating to the department head within the first five school days of a semester that a proficiency exam is proper. The test(s) used will always reflect the objectives of the course to be exempted. The division chair has the authority to accept or deny such a request.

The credit will be based on a departmental examination administered at the direction of the department head in which the course is offered.

After a student has successfully completed an examination and a determination has been made on credit to be awarded, the division chair will forward to the Registrar a copy of the examination for inclusion in the student's permanent academic record, the course number and the credit to be awarded. That information will be entered by the Registrar on the student's transcript. No quality points will be awarded.

Credit through College Level Examination for Placement (CLEP) scores or high school Advanced Placement (AP) scores will be assigned on an individual basis. The decision of how many credits and which course(s) can be exempted will be made by the Vice President of Instructional Services.

CREDIT FOR EXPERIENTIAL LEARNING

A student may present a file or portfolio of information to the respective division chair for the purpose of justifying academic credit for past experiences. The division chair will either forward the file or portfolio to the Vice President of Instructional Services and recommend the number of academic credits to be awarded or require the student to provide additional information on which to base a decision. A final determination on the credit to be awarded to the student will be made by the Vice President of Instructional Services upon receipt of the recommendation from the division chair. All documentation leading to the awarding of credit for experiential learning will be filed with the Registrar. Under no circumstances will more than 25% of the required hours for degree, diploma or certificate be awarded for experiential learning.

CREDIT FOR MILITARY TRAINING

The *Guide To The Evaluation of Educational Experiences In The Armed Services* will be used to evaluate military training. The Registrar will consult with the division chair before awarding academic credit.

GRADING SYSTEM

The curriculum student's work is evaluated according to the letter-grade system. Course grades are issued at the end of each semester and recorded on the student's transcript. Grades for courses at 100-level and above will be averaged according to grade point equivalents to determine the student's academic standing. Grades for courses below 100-level will be accompanied with an asterisk (*) and the grades will not be calculated in the determination of the student's overall grade point average for student transcript purposes.

GRADE INTERPRETATION

		Grade Point Equivalent
A	An honor mark assigned for work of highest quality.	4 points per credit hour
B	A mark assigned for work of above average quality.	3 points per credit hour
C	A mark assigned for work of average quality.	2 points per credit hour
D	A mark assigned for work of minimum quality.	1 point per credit hour
F	A mark assigned for work below minimum quality.	0 points per credit hour
I	A special mark used only for students who cannot complete course work because of extreme hardship. The student must present a request for this mark to the respective instructor.	Not Computed
PR	Indicates that a student passed a proficiency examination to meet the requirements of the course.	Not Computed
R	Course Repeated	Not Computed
S	The student has met the requirements of the course satisfactorily	Not Computed
SP	Indicates work of acceptable quality in a course that has not been completed.	Not Computed
U	The student has not met the requirements of the course satisfactorily	0 points per credit hour
W	A mark assigned for students dropping a course during the first third of the semester	Not Computed
WF	Indicates that the student's work is below minimum quality at the time of withdrawal.	0 points per credit hour
WP	Indicates that the student's work is of acceptable quality at the time of withdrawal.	Not Computed
WA	Administrative withdrawal	Not Computed
Y	Audit	Not Computed

ACADEMIC WARNING, PROBATION AND SUSPENSION

Academic Progress System (APS): The APS system was designed to realize three stated goals: (1) programmatic excellence, (2) student support and (3) prudent use of local, state and federal resources. The intention is to communicate the standards of our programs and, more importantly, to identify early on those students who are having difficulty progressing through their curriculums and connect them with relevant college services that might be of assistance. There are three levels to the APS – Academic Warning, Probation and Suspension.

ACADEMIC WARNING

If either or both of the following conditions are met at the conclusion of any given semester, a student will be placed on Academic Warning and required to consult his/her Admission/Retention Advisor (ARA) before progressing into the next semester.

- If a student registers for 13 or more semester hours and withdraws (all "W" codes) from more than 50 percent of those hours.
- If a student fails to maintain the cumulative GPA stated in the following scale:

Credit Hours Attempted	Minimum Grade Point Average
1-23	1.50
24-31	1.75
32 and above	2.00
Certificate Program	2.00*s*

Students placed on academic warning will be required to complete an academic progress plan to be signed by both their ARA and faculty advisor before they are allowed to take classes in the next semester. Additionally, students are urged to limit semester hours of enrollment to 15 hours or less to further ensure a focus on completion and course success. ***Students will remain on academic warning until their cumulative GPA surpasses the levels listed above.***

ACADEMIC PROBATION

If a student on academic warning fails to (1) achieve a 2.00 GPA or above for any semester's registered classes or (2) withdraws from more than 50 percent of any semester's registered classes after the drop/add period, he/she will be placed on Academic Probation. Students placed on Academic Probation will be required to limit semester hours of enrollment to 13 or less to further ensure a focus on course completion and academic success. It is important to note that Academic Probation is a *one* semester *classification.* If, in the next semester, a student (1) achieves a 2.00 GPA or above for all registered classes and (2) completes more than 50 percent of all registered coursework, he/she will no longer be on academic probation and will not be subject to its restrictions (i.e., total hours of enrollment limitation). However, if a student's cumulative GPA is still below the levels required for good standing (listed in academic warning section) he/she will again be placed on academic warning.

ACADEMIC SUSPENSION

If a student on academic probation fails to (1) achieve a 2.00 or above for all registered classes or (2) withdraws from more than 50 percent of registered coursework after the drop/add period, he/she will be placed on Academic Suspension. Students placed on academic suspension will be required to withdraw from MCC for at least one semester. After the suspension semester, a student will be allowed to petition for readmission. The petition must include a justification for readmission statement prepared by the student. Readmission must be approved by the student's ARA, faculty advisor, Vice President of Student Services and the Vice

President of Instructional Services. Upon re-enrollment, the student will be placed on Academic Probation and subject to that classification's restrictions and requirements.

ACADEMIC PROGRESS NOTIFICATION

All students on academic warning, probation or suspension will be notified of their academic standing by a letter from the Vice President of Student Services. The letter will explain the steps needed to be taken by the student. Students not in good standing will have a registration flag placed on their file by the Registrar's office. This flag must be removed prior to registration for the subsequent semester. The ARA will contact the Registrar's office when this flag is to be removed. Those who fail to comply with their classification's requirements within the first four weeks of the semester will be administratively dropped from all coursework.

Students who are on academic warning or probation who wish to preregister, will complete a progress report (obtained from their ARA) showing current grades. Provided a progress report shows that the student is projected to meet the progress requirements of the APS, they will be allowed to preregister.

EVALUATION OF PROGRESS

The academic progress of students receiving educational benefits will be evaluated at the end of each semester. Benefits will be terminated if the student does not maintain a 2.0 GPA.

Students who lose their benefits because of unavoidable circumstances such as illness or change of work schedule may have them extended by the Financial Aid Committee as long as they meet the GPA and progress standards in the following semester.

RE-ESTABLISHING BENEFITS

Students who lose their educational benefits may re-establish them by successfully completing six semester hours at Mayland Community College with at least a 2.00 GPA while not receiving educational benefits.

ACADEMIC HONORS

In recognition of students with outstanding academic records, the President's List, Dean's List and Honors List will be published at the end of each semester. To qualify for the President's List, a student must take a minimum work load of 12 semester hours credit and maintain a 4.00 grade point average with no incompletes. To qualify for the Dean's List, a student must take a minimum work load of 12 hours credit and maintain at least a 3.50 grade point average with no incompletes. To qualify for the Honors List, a student must take a work load of 6-11 hours credit and maintain at least a 3.50 grade point average with no incompletes.

REQUIREMENTS FOR GRADUATION

A student is eligible for graduation when he/she (1) has satisfactorily completed the academic requirements of the curriculum; (2) has an overall grade point average of 2.0; (3) has met all financial obligations to Mayland Community College; and (4) has completed an application for graduation before the deadline set each year by the Vice President of Student Services.

In order for a student to participate in the graduation ceremony, the student must file appropriate requests by the deadlines set each year by the Vice President of Student Services. This is to ensure that diplomas, programs, et cetera may be prepared.

Students who plan to complete their requirements for graduation in the summer will be allowed to participate in the graduation ceremonies if they are able to complete their required credit hours during the summer session.

HONORS

A graduating student who has earned an overall quality point average of 3.50 or better on all work completed at Mayland Community College will receive his or her diploma or degree with "honors."

SELECTION OF COMMENCEMENT MARSHALS

Marshals will be selected from the undergraduates who have earned 45 or more credit hours at Mayland Community College at the end of the spring semester before graduation and who have a GPA of 3.50 or above. The Chief Marshal will be the participating marshal with the highest GPA.

DEGREES, DIPLOMAS AND CERTIFICATES

Mayland Community College confers the following: Associate in Applied Science, Associate in Arts, diplomas, certificates and General Education Development (GED) certificate.

INSTRUCTIONAL SUPPORT SERVICES

IV. INSTRUCTIONAL SUPPORT SERVICES

THE LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) acts as both an instructional support system and an information network. Services are provided not only to the faculty, staff and students of Mayland Community College, but also to any resident of Avery, Mitchell or Yancey counties. Resources include both print and non-print materials, electronic resources, audio visual equipment and workshops/orientations.

The LRC is located on the second floor of the Administration/Classroom Building. Weekly hours are 8:00am-9:00pm from Monday-Thursday and 8:00am-5:00pm on Friday. Summer hours are 8:00am-8:00pm from Monday-Thursday and 8:00am-5:00pm on Friday. It is in operation every day that Mayland Community College is open and has reduced hours during semester breaks.

The collection is automated through an integrated library system and is organized using the Library of Congress classification system. Most books circulate for a four-week period. Non-print materials circulate overnight. Periodicals do not circulate.

Through the Data Automation Center (DAC), Mayland is networked with more than 40 other North Carolina Community College Learning Resources Centers, making us a part of the third largest library in North Carolina public educational institutions.

INTERLIBRARY LOAN

If a patron is in need of materials not in the collection, the LRC may borrow these from other libraries through an online interlibrary loan system. At times, a fee is charged to the LRC which is passed along to the patron. Most requests are filled within one to six weeks.

ELECTRONIC RESOURCES

The LRC provides access to a number of electronic resources through our own subscriptions and through NCLIVE. Many of these databases are full-text, which means that the researcher may locate, print and/or download information without moving from the computer! The LRC provides access to the Internet. All computers, electronic resources and Internet must be used within MCC policy.

APPALACHIAN ROOM

The Appalachian Room contains three specialized collections of materials pertaining to genealogy in general and our own region in particular. These collections are: Genealogy, Appalachian Studies and North Carolina. Materials are available for the novice researcher as well as for the more experienced one. Although the materials from the Genealogy collection do not circulate, selected books from both the North Carolina and Appalachian Studies collections may be borrowed.

Due to the value of the material in this area, the door is kept locked; however, the circulation desk attendant is available to let patrons in and give limited assistance. Microfilm to supplement research in the Genealogy area is available on interlibrary loan. Patrons need to check with the circulation desk attendant for details.

TELECOMMUNICATIONS

A satellite receiver system is available for use in teleconferences, telecourses and other educational purposes. The community is encouraged to make use of this capability.

AUDIO VISUAL SERVICES

Audio Visual (AV) Services provides equipment to support the curricula at Mayland Community College. The LRC staff is available to assist with equipment questions. AV equipment is available for checkouts by faculty, staff and other qualified patrons. Please check in the Learning Resources Center for assistance. Reserving needed equipment ahead of time is highly recommended.

OTHER INFORMATION

- Orientation is conducted for new students and is a requirement of ACA 111. If special assistance is needed, please check with the circulation desk attendant to have time blocked off for a particular need.
- A security system has been installed to ensure the proper checkout of all LRC materials.
- A photocopier is located near the circulation desk. The person on duty is available to assist patrons in its use and to collect money owed for copies.

MCC DISTANCE EDUCATION: RAVEN

New to Mayland Community College is the Regional Audio/Video Education Network (RAVEN), a distance education system featuring methods of delivering instruction to students via videotape, interactive audio/video hookups between MCC and remote locations and the Internet. It provides for distance learning, which is defined as the interaction of learner and instructor that occurs when the two are separated by place and/or time. The learning experience is designed around the needs of the learner.

Distance education at Mayland Community College shall provide every available opportunity for an individual to pursue education that will enhance professional and personal well-being. This form of education is a convenient and increasingly popular mode of delivery, freeing the learner from time and location constraints- constraints often viewed as major barriers preventing individuals from attending college. Mayland shall offer quality distance education options such as telecourses, Internet-based courses, independent study courses, interactive television courses, or any other means to ensure accessibility to College programs and services.

The RAVEN system is currently under development, with courses to be added as technologies are installed and classes are prepared. If you have more questions about RAVEN, please contact the Vice President of Instructional Services.

CONTINUING EDUCATION PROGRAMS

V. CONTINUING EDUCATION PROGRAMS

GENERAL INFORMATION

An important function of the College is to provide a variety of courses for the continuing education of adults. The development of these courses is based upon the needs and interests of the professional, business, industry, civic and cultural communities.

Continuing Education promotes the concept of lifelong learning by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Courses and programs are offered that allow adults to achieve their fullest potential in our ever-changing world of knowledge, skill and understanding. The diversity of these programs ranges from basic reading and writing skills to vocational and technical upgrading to cultural and personal enrichment.

CLASS LOCATIONS

While some classes are held on the Mayland Community College Main Campus and at the Avery and Yancey Campuses, others are conducted or may be organized in surrounding communities or within particular businesses or industries throughout Avery, Mitchell, and Yancey counties.

ADMISSION

Admission to Continuing Education classes is open to individuals 18 years of age or older. Individuals less than 18 years old who are high school graduates or whose high school class has graduated may also enroll in Continuing Education courses. High school juniors and seniors, 16 years of age and older, may enroll with permission from high school officials. There are no formal education requirements for most Continuing Education courses. Individuals interested in attending Continuing Education courses may register by attending the first class, but preregistration is preferred for classes. Applicants are accepted on a "first-come, first-served" basis.

CLASS SCHEDULE

Classes are normally scheduled on a semester basis with new classes beginning in August, January, and June. Special seminars, business, and industrial courses may be scheduled to begin at any time appropriate for the company and Mayland Community College. Courses last an average of 4 to 11 weeks, depending on the nature of the course. However, some classes are offered on a short-term basis and some may continue up to 17 weeks. Information about classes is released regularly through the local news media. Semester class schedules and updates are published and distributed by the College.

MINIMUM ENROLLMENT REQUIRED

Normally, a course will be offered when a minimum of ten persons enroll for the subject. The College reserves the right to cancel any course when an insufficient number of people register.

CLASS HOURS

The majority of Continuing Education courses are offered one or two evenings per week. Courses may meet for one to four hours per evening. Special extension, industrial and seminar programs may be scheduled at the convenience of the participants and College.

FEES

For most Continuing Education courses, there is a $5 to $35 registration fee. Self-Supporting Continuing Education classes may cost more than $35, depending on instructor charges and other costs. In compliance with North Carolina Statutes, however, this fee may be waived for selected individuals. The registration fee is waived for all enrollees in Adult Basic Education. Also, North Carolina residents 65 years old or older are exempt from registration and tuition fees - with the exception of self-supporting classes. Other costs in Continuing Education classes may include textbooks and/or equipment, insurance and tools. Registration fees are subject to change contingent upon action by the N.C. General Assembly. There is no charge for classes sponsored by Human Resources Development (HRD) or the Small Business Center (SBC).

CONTINUING EDUCATION UNITS (CEUs)

The Southern Association of Colleges and Schools, of which Mayland Community College is an accredited member, has recommended that the Continuing Education Unit (CEU) be used as the basic instrument of measurement for an individual's participation in non-credit classes, courses and programs. One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.

Continuing Education Units are formally awarded for courses that are applicable to professional certification, license renewal and many professional and occupational upgrading courses. Continuing Education Units are not awarded for Human Resources Development (HRD) classes or Small Business Center (SBC) classes.

OCCUPATIONAL EXTENSION COURSES

State regulations require that students enrolling in any occupational extension class more than twice within a five year period pay for the class on a self-supporting basis. The fee for such a class as of April, 1995 is $2.54 per hour or $35 per class, whichever is greater. Fees are subject to increase or decrease without notice from MCC. For more information on this regulation, contact the Avery Campus at (828) 733-5883; the Yancey Campus at (828) 682-7315; or the Mayland Community College Continuing Education Department at (828) 765-7351 ext. 219.

The College offers many vocational, technical and business courses through Occupational Extension. The primary objectives of these courses are to: (1) provide adults additional skills and/or knowledge applicable to the present occupation; (2) provide training for occupations in which skill and knowledge requirements are undergoing transition due to technological advances in equipment, materials, and machines; and (3) provide assistance to area business and industry in meeting their manpower needs through specialized courses.

Occupational upgrading courses are available in each of the following areas:

BUSINESS and MANAGEMENT courses are available to a wide variety of business organizations and for those in administrative, management, sales and secretarial occupations.

FIRE SERVICE training is offered in fire fighting techniques for members of municipal, volunteer and industrial fire brigades.

HEALTH OCCUPATIONS programs have been established for persons seeking additional medical, allied health and nursing knowledge and skills. All levels of courses from paraprofessional to professional are offered.

LAW ENFORCEMENT courses have been designed for upgrading both experienced and recently employed policemen, law enforcement officials and security personnel.

MANAGEMENT AND SUPERVISORY DEVELOPMENT courses are offered to improve supervisory and management techniques for beginning and experienced personnel.

TECHNICAL courses are available for upgrading the knowledge and skills of persons working in the numerous technical and paraprofessional occupations.

VOCATIONAL UPGRADING courses are designed for persons working in skilled and semi-skilled occupations.

Information concerning course offerings may be obtained by calling the Continuing Education Offices at 765-7351 ext. 219 (Mitchell County), 733-5883 (Avery County) or 682-7315 (Yancey County).

FOCUSED INDUSTRIAL TRAINING

Focused Industrial Training (FIT) programs provide for customized training and services for manufacturing industries in our service area. Companies that manufacture products and/or process industrial materials are eligible for Focused Industrial Training and services. FIT programs are directed toward skilled and semi-skilled production workers, industrial maintenance workers, and leaders of personnel who perform industrial processes. A minimum fee of $35 per student is usually assessed for participants in Focused Industrial Training program classes.

NEW AND EXPANDING INDUSTRY TRAINING

The purpose of the New and Expanding Industry Training (NEIT) Program is to provide customized training assistance in support of new, full-time production positions created in Avery, Mitchell, and Yancey counties. New and Expanding Industry Training enhances the growth potential of area industries while preparing the area workforce with the skills essential for successful employment in emerging industries.

Companies which create 12 or more new production jobs in excess of their previous three-year maximum level are eligible for assistance through the New and Expanding Industry Training Program. The Program may provide training needs assessment, program development, instructional costs, and training delivery for new, frontline production personnel and their supervisors. There is no charge to the company for New and Expanding Industry Training.

COMMUNITY SERVICES/LIFELONG LEARNING

The Community Services / Lifelong Learning program offers individuals 18 years of age and older short-term courses for self-improvement and academic achievement. Cultural and civic enrichment events are also provided. The program is intended to meet the growing needs and interests of the community. The purpose is to give individuals a chance to pursue special interests and to fill their leisure time with worthwhile educational projects. Some of these include conversational foreign languages, local flora, consumer education, flower arranging, creative arts, cake decorating, sign language, ceramics, concerts, special speakers and personal development. Additional information regarding community services courses or programs may be obtained by contacting the Continuing Education Office at the College.

HUMAN RESOURCES DEVELOPMENT PROGRAM (HRD)

The purpose of the Human Resources Development Program is to train unemployed and underemployed adults of the Tri-County area. HRD is a pre-vocational training and job placement program funded by the North Carolina General Assembly. HRD classes help students orient themselves to the workplace through recognition of their abilities and limitations, understanding the effects of their behavior on others, as well as learning problem-solving and communication skills. In addition, HRD provides free services to its clients including job placement assistance, career counseling, resumé development and printing, and employment referral. HRD training is offered at no charge to students.

SMALL BUSINESS CENTER (SBC)

The Small Business Center, located on the main campus, is an educational resource center for existing and prospective small business owners, managers and employees. Individual, private and confidential counseling is available for clients who want to start a business or wish to strengthen their existing businesses. Seminars and special workshops dealing with topics of interest such as business start-

up, record keeping, taxes, management and technical skills training are held regularly at the main campus and at the campuses in Avery and Yancey counties. The SBC also makes referrals to other local, state and federal agencies and organizations that assist in business start-up, licensing and management. Services of the SBC are available at no expense to the client.

BASIC SKILLS

Mayland Community College's Basic Skills Program offers free instruction in reading, English, mathematics and other subjects to adults seeking to strengthen their academic abilities. These services are available to adults age 18 and above or for younger students with notarized documentation from parents and public school officials. The program focuses on services that assist adults in obtaining jobs and promotions, becoming more effective role models for their children, exercising the responsibilities of citizenship, and seeking further educational and/or training opportunities. The following sections offer the specific descriptions of this program. Persons interested in enrolling should contact the Basic Skills Department or Learning Lab at (828) 765-7351 ext. 207 or (800) 462-9526 ext. 207.

BASIC SKILLS PROGRAMS

Compensatory Education

The Compensatory Education Program is designed for developmentally disabled adults who are functioning at levels generally described as mentally challenged. These adults are provided a uniquely designed educational plan and learning environment.

The Compensatory Education Program's role is to help each student develop work, social, academic, and independent living skills in order to fulfill his or her potential as a citizen and member of the community. The Basic Skills staff takes pride in their educational services to this special population and welcomes inquiries from interested families.

The Compensatory Education Program at Mayland Community College works closely with county Adult Developmental Activity Programs (ADAP). Compensatory Education supports the ADAP Centers by providing the educational component for ADAP clients. Mayland Community College is currently providing educational activities at ADAP Centers located in Newland, Bakersville and Burnsville.

Adult Basic Education (ABE)

Adult Basic Education assists adults who wish to enhance and extend their basic skills in reading, writing, and mathematics. ABE students may be interested in improving their academic skills for any number of reasons, including preparing for college placement or job readiness exams, becoming more effective teachers/role models for their children, or simply satisfying a personal goal. An individualized educational plan is designed for each student enrolled in this program. The ABE program provides free basic education to adults in both on- and off-campus classes throughout the Tri-County service area.

High School Diploma Equivalency (GED) Program

The High School Diploma Equivalency (GED, or General Educational Development) Program prepares adults who have not received a high school diploma to take the GED tests. Adults who successfully complete the test battery are awarded the High School Equivalency certificate (GED). This certificate means that the holder has achieved a level of general education equivalent to that of a high school graduate. To receive the GED certificate, a person must have a total standard score of 225 on the exams with no single test score below 40.

Approximately twelve hours are required to complete the five tests. GED test preparation is offered at no cost to students both on-campus and at various off-campus sites throughout Mayland Community College's service area. Workbooks and other study materials may be purchased from the college bookstore if desired. A $7.50 GED testing fee covering the entire GED test battery is required before the first test is taken. Students who re-test in English pay an additional $ 2.50 fee.

English as a Second Language (ESL)

English as a Second Language classes are offered at Mayland through the Basic Skills Program. Beginner, Intermediate and Advanced English are offered, with the majority of students being from our Hispanic population. Classes stress everyday life skills which enable the student to be a functioning member of society by learning the English language. Citizenship classes are offered upon request. Free ESL classes are offered at various sites throughout the Tri-County area. Contact the Learning Lab for more information.

BASIC SKILLS SERVICES

Learning Lab

The Learning Lab program at Mayland Community College offers students an opportunity to study many subjects at whatever academic level they require. Instructional materials designed especially for adults are used, moving gradually from basic and easily-learned lessons to more difficult skills. Students may also make use of computer-based instruction, cassette tapes, video cassettes and other audiovisual media which make learning easier and more interesting. An instructor is always available to assist and advise students.

A new student may enroll in the Lab any time during the year and may attend as his or her daily schedule permits during the Lab's operating hours. There is no charge for studying in the Learning Lab. The Lab is open from 8:00 a.m. to 9:00 p.m. Monday through Thursday, and from 8:00 a.m. to 1:00 p.m. on Friday. The Learning Lab offers students the opportunity to prepare for the GED tests, review basic skills, make up college deficiencies, and enhance learning with specialized courses such as speed reading, math improvement, and computer literacy. Adult students who are enrolled in other courses at Mayland Community College or at other educational institutions and desire supplementary instruction may attend the Learning Lab as well.

Off-Campus Program

Convenience makes off-campus classes a popular choice among many Basic Skills students who wish to improve their academic level or to prepare for successful completion of their High School Diploma Equivalency (GED). With sufficient enrollment, free day or evening off-campus classes may be offered at various locations such as churches, community buildings, public agencies (fire departments, libraries, employment centers, etc.), and private homes. Final GED exams are administered by appointment both on-campus and at approved sites in Avery and Yancey counties.

Workplace Services

Basic Skills staff work hand-in-hand with industry leaders to schedule classes at the industry site for employees preparing to meet the technical requirements of today's demanding workplace. In addition to offering employees an opportunity to earn a GED, the Basis Skills Program provides employers with job-specific curricula needed for specialized training. Adequate student enrollment is necessary for workplace classes to be scheduled.

CURRICULUM LABORATORY

Developmental Classes

Mayland offers developmental classes in reading, English and math for students who are pursuing a certificate, diploma or degree program and who have completed a high school diploma or GED but lack the academic skills or background to be successful in college-level courses. Students place into these courses by placement test scores and progress in the sequence through either successful completion of each course or re-testing into a higher level.

Credit earned in developmental classes count only in computation of course load. Credit does not count toward graduation. Grades earned do not count in the computation of GPA.

CURRICULUM PROGRAMS

CONFIDENTIAL

CURRICULUM PROGRAMS

Mayland Community College offers a variety of curriculum programs. Within the programs, associate degrees, diplomas and certificates are available.

Accounting
- Associate Degree - *p. 62*
- Diploma - *p. 65*
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Associate in General Education - *p. 70*

Associate Degree Nursing - *p. 68*

Autobody Repair
- Diploma - *p. 72*
- Level I Certificate - *p. 74*
- Level II Certificate - *p. 75*

Basic Law Enforcement Training
- Certificate - *p. 76*

Business Administration
- Associate Degree - *p. 77*
- Certificate - *p. 80*

Cosmetology
- Associate Degree - *p. 81*
- Diploma - *p. 83*
- Certificate - Manicuring - *p. 84*

Cosmetology Instructor Training
- Certificate - *p. 85*

Criminal Justice Technology
- Associate Degree - *p. 87*

Early Childhood Associate
- Associate Degree, Professional Bus. and Mgmt. Option - *p. 89*
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Electrical/Electronics Technology
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Electronics Engineering Technology
- Associate Degree - *p. 95*
- Applied Electronics - Level II Certificate - *p. 97*
- Basic Electronics - Level I Certificate - *p. 98*
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General Occupational Technology
- Diploma - *p. 101*

Horticulture
- Associate Degree - *p. 102*
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Information Systems
- Associate Degree - *p. 106*
- Certificate - Applications - *p. 109*
- Certificate - Programming - *p. 110*
- Certificate - Networking - *p. 111*

Manicuring Instructor Training
- Certificate - *p. 86*

Nursing Assistant
- Certificate - *p. 112*

Office Systems Technology
- Associate Degree - *p. 113*
- Diploma - *p. 116*
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Office Systems Technology with Medical Concentration
- Associate Degree - *p. 119*

Truck Driving Training - *p. 121*

Welding Technology
- Diploma - *p. 122*
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Transfer Programs - *p. 124*
- Associate in Arts Program - CollegeTransfer - *p. 125*
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- Associate in General Education - Business Administration Concentration Operations Management - *p. 135*
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Accounting (A25100)

Associate in Applied Science

Curriculum Description:

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

ACCOUNTING
ASSOCIATE IN APPLIED SCIENCE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACC 120	Principles of Accounting I	3	2	0	4	5
MAT 161	College Algebra	3	0	0	3	3
ACA 111	College Student Success	1	0	0	1	1
	Humanities Elective	3	0	0	3	3
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					13-14	15-16
Spring Semester						
ACC 121	Principles of Accounting II	3	2	0	4	5
ENG 111	Expository Writing	3	0	0	3	3
BUS 137	Principles of Management	3	0	0	3	3
ACC 131	Federal Income Taxes	2	2	0	3	4
	Select one of the following:					
PSY 150	General Psychology	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3
					16	18

Summer Semester		Class	Lab	Clin.	Credit	Hrs/Wk
BUS 228	Business Statistics	2	2	0	3	4
ACC 293	Selected Topics in Accounting	2	2	0	3	4
ACC 140	Payroll Accounting	1	2	0	2	3
					8	11
Fall Semester						
ECO 251	Principles of Microeconomics	3	0	0	3	3
BUS 115	Business Law I	3	0	0	3	3
BUS 225	Business Finance	2	2	0	3	4
BUS 260	Business Communication	3	0	0	3	3
CIS 120	Spreadsheet I	2	2	0	3	4
ACC 220	Intermediate Accounting I	3	2	0	4	5
					19	22
Spring Semester						
ACC 221	Intermediate Accounting II	3	2	0	4	5
ECO 252	Principles of Macroeconomics	3	0	0	3	3
BUS 240	Business Ethics	3	0	0	3	3
ACC 225	Cost Accounting	3	0	0	3	3
COM 110	Introduction to Communication	3	0	0	3	3
					16	17
	TOTAL HOURS:				**72-73**	**83-84**

See selection list for electives at the end of the semester by semester listing for Accounting.

ACCOUNTING
ASSOCIATE IN APPLIED SCIENCE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACC 120	Principles of Accounting I	3	2	0	4	5
ACA 111	College Student Success	1	0	0	1	1
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					7-8	9-10
Spring Semester						
ACC 121	Principles of Accounting II	3	2	0	4	5
ENG 111	Expository Writing	3	0	0	3	3
					7	8
Summer Semester						
COM 110	Introduction to Communication	3	0	0	3	3

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
MAT 161	College Algebra	3	0	0	3	3
	Humanities Elective	3	0	0	3	3
	Select one of the following:					
PSY 150	General Psychology	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3
					9	9
Spring Semester						
BUS 240	Business Ethics	3	0	0	3	3
CIS 120	Spreadsheet I	2	2	0	3	4
					6	7
Summer Semester						
ACC 140	Payroll Accounting	1	2	0	2	3
Fall Semester						
ACC 220	Intermediate Accounting I	3	2	0	4	5
ECO 251	Principles of Microeconomics	3	0	0	3	3
BUS 260	Business Communication	3	0	0	3	3
					10	11
Spring Semester						
ACC 221	Intermediate Accounting II	3	2	0	4	5
BUS 137	Principles of Management	3	0	0	3	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3
					10	11
Summer Semester						
ACC 293	Selected Topics in Accounting	2	2	0	3	4
Fall Semester						
BUS 115	Business Law I	3	0	0	3	3
BUS 225	Business Finance	2	2	0	3	4
BUS 228	Business Statistics	2	2	0	3	4
					9	11
Spring Semester						
ACC 131	Federal Income Taxes	2	2	0	3	4
ACC 225	Cost Accounting	3	0	0	3	3
					6	7
TOTAL HOURS:					**72-73**	**83-84**

See selection list for electives at the end of the semester by semester listing for Accounting.
See advisor for courses offered every other year.

ACCOUNTING
DIPLOMA, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACC 120	Principles of Accounting I	3	2	0	4	5
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					6-7	8-9
Spring Semester						
ACC 121	Principles of Accounting II	3	2	0	4	5
ENG 111	Expository Writing	3	0	0	3	3
BUS 137	Principles of Management	3	0	0	3	3
ACC 131	Federal Income Taxes	2	2	0	3	4
					13	15
Summer Semester						
ACC 293	Selected Topics in Accounting	2	2	0	3	4
Fall Semester						
BUS 115	Business Law I	3	0	0	3	3
CIS 120	Spreadsheet I	2	2	0	3	4
MAT 161	College Algebra	3	0	0	3	3
					9	10
Spring Semester						
BUS 240	Business Ethics	3	0	0	3	3
ACC 225	Cost Accounting	3	0	0	3	3
COM 110	Introduction to Communication	3	0	0	3	3
					9	9
TOTAL HOURS:					**40-41**	**46-47**

See selection list for electives at the end of the semester by semester listing for Accounting.

ACCOUNTING
DIPLOMA, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACC 120	Principles of Accounting I	3	2	0	4	5
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					6-7	8-9
Spring Semester						
ACC 121	Principles of Accounting II	3	2	0	4	5
ENG 111	Expository Writing	3	0	0	3	3
					7	8
Summer Semester						
COM 110	Introduction to Communication	3	0	0	3	3
Fall Semester						
MAT 161	College Algebra	3	0	0	3	3
Spring Semester						
BUS 240	Business Ethics	3	0	0	3	3
CIS 120	Spreadsheet I	2	2	0	3	4
					6	7
Summer Semester						
ACC 293	Selected Topics in Accounting	2	2	0	3	4
Fall Semester						
BUS 115	Business Law I	3	0	0	3	3
Spring Semester						
ACC 131	Federal Income Taxes	2	2	0	3	4
ACC 225	Cost Accounting	3	0	0	3	3
BUS 137	Principles of Management	3	0	0	3	3
					9	10
	TOTAL HOURS:				**40- 41**	**46-47**

See selection list for electives at the end of the semester by semester listing for Accounting. See advisor for courses offered every other year.

ACCOUNTING
CERTIFICATE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACC 120	Principles of Accounting I	3	2	0	4	5
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					6-7	8-9
Spring Semester						
ACC 121	Principles of Accounting II	3	2	0	4	5
ACC 131	Federal Income Taxes	2	2	0	3	4
					7	9
TOTAL HOURS:					**13-14**	**17-18**

ACCOUNTING
CERTIFICATE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACC 120	Principles of Accounting I	3	2	0	4	5
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					6-7	8-9
Spring Semester						
ACC 121	Principles of Accounting II	3	2	0	4	5
ACC 131	Federal Income Taxes	2	2	0	3	4
					7	9
	TOTAL HOURS:				**13-14**	**17-18**

Humanities Electives: ART 111, ART 116, HUM 110, HUM 120, HUM 121, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, HUM 220, MUS 110, MUS 112, MUS 113, PHI 210, PHI 215, PHI 240, REL 110, REL 111, REL 112, REL 211, REL 212, REL 221, SPA 111, SPA 112, SPA 211, SPA 212.

Associate Degree Nursing, Non-Integrated (A45120)

Curriculum Description:

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of the discipline of nursing and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, longterm care facilities, clinics, physician's offices, industry and community agencies.

LPN exit determined after the **FALL** semester of the **SECOND** year. Eligible for listing as a Nursing Assistant after the **SPRING** semester of the **FIRST** year.

ASSOCIATE DEGREE NURSING
DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACA 111	College Student Success	1	0	0	1	1
BIO 165	Anatomy & Physiology I	3	3	0	4	6
PSY 110	Life Span Development	3	0	0	3	3
NUR 115	Fundamentals of Nursing	2	3	6	5	11
NUR 118	Nutrition/Diet Therapy	2	0	0	2	2
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					17-18	26-27
Spring Semester						
BIO 166	Anatomy & Physiology II	3	3	0	4	6
NUR 117	Pharmacology	1	3	0	2	4
NUR 135	Adult Nursing I	5	3	9	9	17
	Select one of the following:					
NUR 133	Nursing Assessment	2	3	0	3	5
NUR 189	Nursing Transition	1	3	0	2	4
					17-18	31-32

Summer Semester		Class	Lab	Clin.	Credit	Hrs/Wk
NUR 185	Mental Health Nursing	3	0	6	5	9
ENG 111	Expository Writing	3	0	0	3	3
					8	12
Fall Semester						
NUR 125	Maternal-Child Nursing	5	3	6	8	14
NUR 116	Nursing of Older Adults	2	3	3	4	8
	Humanities Elective	3	0	0	3	3
					15	25
Spring Semester						
COM 110	Introduction to Communication	3	0	0	3	3
NUR 188	Nursing in the Community	1	0	6	3	7
NUR 235	Adult Nursing II	4	3	15	10	22
					16	32

TOTAL HOURS: **73-75 126-128**

Humanities Electives: ART 111, ART 116, HUM 110, HUM 120, HUM 121, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, HUM 220, MUS 110, MUS 112, MUS 113, PHI 210, PHI 215, PHI 240, REL 110, REL 111, REL 112, REL 211, REL 212, REL 221, SPA 111, SPA 112, SPA 211, SPA 212.

Associate in General Education (A10300)

Curriculum Description:

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

ASSOCIATE IN GENERAL EDUCATION
DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ENG 111	Expository Writing	3	0	0	3	3
COM 110	Introduction to Communication	3	0	0	3	3
ACA 111	College Student Success	1	0	0	1	1
	Humanities/Fine Arts Elective	3	0	0	3	3
	Social/Behavioral Sc. Elective	3	0	0	3	3
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					15-16	16-17
Spring Semester						
	English Composition Elective	3	0	0	3	3
	Other Req. Hours Elec. (13 hrs.)	0-3	0-3	0	3-4	—
					16-17	—
Fall Semester						
	Natural Science/Math Elective	3	0-3	0	3-4	3-6
	Other Req. Hours Elec. (13 hrs.)	0-3	0-3	0	3-4	—
					16-17	—
Spring Semester						
	Other Req. Hours Elec. (16 hrs.)	0-3	0-3	0	3-4	—
					16	
TOTAL HOURS:					**63-66**	

See selection list for electives at the end of the semester by semester listing for Associate in General Education program.

ASSOCIATE IN GENERAL EDUCATION
EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ENG 111	Expository Writing	3	0	0	3	3
COM 110	Introduction to Communication	3	0	0	3	3
ACA 111	College Student Success	1	0	0	1	1
	Social/Behavioral Sc. Elective	3	0	0	3	3
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					12-13	13-14
Spring Semester						
	English Composition Elective	3	0	0	3	3
	Humanities/Fine Arts Elective	3	0	0	3	3
	Other Req. Hours Elec. (6 hrs.)	0-3	0-3	0	3-4	—
					12-13	
Fall Semester						
	Natural Science/Math Elective	3	0-30	3-4	3-6	
	Other Req. Hours Elec. (6 hrs.)	0-3	0-3	0	3-4	—
					9-10	—
Spring Semester						
	Other Req. Hours Elec. (12 hrs.)	0-3	0-3	0	3-4	—
Fall Semester						
	Other Req. Hours Elec. (12 hrs.)	0-3	0-3	0	3-4	—
					12	
Spring Semester						
	Other Req. Hours Elec. (6 hrs.)	0-3	0-3	0	3-4	—
					6	
TOTAL HOURS:					**64**	

English Composition Elective—Select one of the following: ENG 112, ENG 113, or ENG 114

Humanities/Fine Arts Elective–Select one of the following: ART 111, HUM 110, MUS 110, REL 110, SPA 111

Social/Behaviorial Science Elective–Select one of the following: ECO 151, HIS 121, HIS 122, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

Natural Sciences/Mathematics Elective–Select one of the following: BIO 111, MAT 151, MAT 161.

Elective Hours may be selected from courses not used to satisfy the core hours from the Associate in Arts Program and from other program areas provided any prerequsites are satisfied.

Other Required Electives–Select 42 SHC not selected earlier from sections above or any of the following: ACC 120, ACC 121, ART 260, BIO 110, BIO 111, BIO 120, BIO 143, BIO 145, BIO 224, BIO 225, BIO 226, BIO 250, BUS 115, BUS 137, BUS 240, ENG 272, ENG 273, ENG 274, HEA 112, HIS 141, HIS 162, HIS 167, HIS 227, HIS 230, HIS 233, HIS 234, HIS 236, HUM 123, HUM 170, HUM 230, MAT 115, MAT 120, MAT 140, MAT 140A, MKT 120, OST 136, PED 122, PED 143, PED 152, PED 153, PED 170, PED 171, PED 184, POL 130, PSY 101, PSY 115, PSY 131, PSY 141, PSY 183, PSY 211, PSY 246, PSY 247, PSY 259, RED 111, SOC 105, SOC 230, SOC 234, SOC 242, SOC 250. Students may build a concentration of courses in areas of their interests.

Autobody Repair (D60100)

Diploma Program

Curriculum Description:

The Autobody Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and techniques of autobody repairing, rebuilding and refinishing.

The course work will include autobody fundamentals, industry overview and safety. Students will perform hands-on repairs in the areas of non-structural and structural repairs, MIG welding, plastics and adhesives, refinishing and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised independent garages, or they may become self-employed.

AUTOBODY REPAIR
DIPLOMA, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
AUB 111	Painting & Refinishing I	2	6	0	4	8
AUB 121	Non-Structural Damage I	1	4	0	3	5
AUB 131	Structural Damage I	2	4	0	4	6
AUB 134	Autobody Mig Welding	1	4	0	3	5
AUB 136	Plastics & Adhesives	1	4	0	3	5
ENG 101	Applied Communications I	3	0	0	3	3
					20	32
Spring Semester						
AUB 112	Painting & Refinishing II	2	6	0	4	8
AUB 122	Non-Structural Damage II	2	6	0	4	8
AUB 132	Structural Damage II	2	6	0	4	8
AUB 144	Mechanics & Electrical Specialties	2	2	0	3	4
MAT 101	Applied Mathematics I	2	2	0	3	4
					18	32
Summer Semester						
AUB 114	Special Finishes	1	2	0	2	3
AUB 150	Automotive Detailing	1	3	0	2	4
AUB 160	Body Shop Operations	1	0	0	1	1
AUB 162	Auto Estimating	1	2	0	2	3
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					9-10	14-15
TOTAL HOURS:					**47-48**	**78-79**

AUTOBODY REPAIR
DIPLOMA, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
AUB 121	Non-Structural Damage I	1	4	0	3	5
AUB 134	Autobody Mig Welding	1	4	0	3	5
AUB 131	Structural Damage I	2	4	0	4	6
					10	16
Spring Semester						
AUB 111	Painting & Refinishing I	2	6	0	4	8
AUB 136	Plastics & Adhesives	1	4	0	3	5
ENG 101	Applied Communications I	3	0	0	3	3
					10	16
Summer Semester						
AUB 122	Non-Structural Damage II	2	6	0	4	8
Fall Semester						
AUB 132	Structural Damage II	2	6	0	4	8
AUB 144	Mechanics & Elect. Specialties	2	2	0	3	4
MAT 101	Applied Mathematics I	2	2	0	3	4
					10	16
Spring Semester						
AUB 112	Painting & Refinishing II	2	6	0	4	8
AUB 162	Auto Estimating	1	2	0	2	3
AUB 160	Body Shop Operations	1	0	0	1	1
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					9-10	15-16
Summer Semester						
AUB 114	Special Finishes	1	2	0	2	3
AUB 150	Automotive Detailing	1	3	0	2	4
					4	7
TOTAL HOURS:					**47-48**	**78-79**

AUTOBODY REPAIR
LEVEL I CERTIFICATE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
AUB 111	Painting & Refinishing I	2	6	0	4	8
AUB 121	Non-Structural Damage I	1	4	0	3	5
AUB 131	Structural Damage I	2	4	0	4	6
AUB 134	Autobody Mig Welding	1	4	0	3	5
AUB 136	Plastics & Adhesives	1	4	0	3	5
					17	29
TOTAL HOURS:					**17**	**29**

AUTOBODY REPAIR
LEVEL I CERTIFICATE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
AUB 121	Non-Structural Damage I	1	4	0	3	5
AUB 134	Autobody Mig Welding	1	4	0	3	5
AUB 131	Structural Damage I	2	4	0	4	6
					10	16
Spring Semester						
AUB 111	Painting & Refinishing I	2	6	0	4	8
AUB 136	Plastics & Adhesives	1	4	0	3	5
					7	13
TOTAL HOURS:					**17**	**29**

AUTOBODY REPAIR
LEVEL II CERTIFICATE, DAY PROGRAM

Spring Semester		Class	Lab	Clin.	Credit	Hrs/Wk
AUB 112	Painting & Refinishing II	2	6	0	4	8
AUB 122	Non-Structural Damage II	2	6	0	4	8
AUB 132	Structural Damage II	2	6	0	4	8
AUB 144	Mechanics & Elec. Specialties	2	2	0	3	4
AUB 162	Auto Estimating	1	2	0	2	3
					17	31
TOTAL HOURS:					**17**	**31**

AUTOBODY REPAIR
LEVEL II CERTIFICATE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
AUB 132	Structural Damage II	2	6	0	4	8
AUB 144	Mechanics & Elec. Specialties	2	2	0	3	4
					7	12
Spring Semester						
AUB 162	Auto Estimating	1	2	0	2	3
AUB 112	Painting & Refinishing II	2	6	0	4	8
					6	11
Summer Semester						
AUB 122	Non-Structural Damage II	2	6	0	4	8
TOTAL HOURS:					**17**	**31**

Basic Law Enforcement Training (C55120)

Certificate Program

Curriculum Description:

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county or municipal governments, or with private enterprise.

This program utilizes State Commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic and alcoholic beverage laws; investigative, patrol, custody and court procedures; emergency responses; and ethics and community relations.

Successful graduates receive a curriculum certificate and are qualified to take certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs' Education and Training Standards Commission.

BASIC LAW ENFORCEMENT TRAINING CERTIFICATE

		Class	Lab	Clin.	Credit	Hrs/Wk
CJC 100	Basic Law Enforcement Training	9	27	0	18	36
TOTAL HOURS:					**18**	**36**

BLET is offered both day and evening periodically throughout the year.

Business Administration (A25120)

Associate in Applied Science

Curriculum Description:

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions and large to small business or industry.

BUSINESS ADMINISTRATION
ASSOCIATE IN APPLIED SCIENCE DEGREE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACC 120	Principles of Accounting I	3	2	0	4	5
MKT 120	Principles of Marketing	3	0	0	3	3
MAT 161	College Algebra	3	0	0	3	3
ACA 111	College Student Success	1	0	0	1	1
OST 131	Keyboarding	1	2	0	2	3
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					15-16	18-19
Spring Semester						
ACC 121	Principles of Accounting II	3	2	0	4	5
ACC 131	Federal Income Taxes	2	2	0	3	4
ENG 111	Expository Writing	3	0	0	3	3
OST 136	Word Processing	1	2	0	2	3
BUS 137	Principles of Management	3	0	0	3	3
	Select one of the following:					
PSY 150	General Psychology	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3
					18	21

Summer Semester		Class	Lab	Clin.	Credit	Hrs/Wk
COM 110	Introduction to Communication	3	0	0	3	3
BUS 228	Business Statistics	2	2	0	3	4
ACC 140	Payroll Accounting	1	2	0	2	3
					8	10
Fall Semester						
ECO 251	Principles of Microeconomics	3	0	0	3	3
BUS 115	Business Law I	3	0	0	3	3
BUS 225	Business Finance	2	2	0	3	4
BUS 260	Business Communication	3	0	0	3	3
CIS 120	Spreadsheet I	2	2	0	3	4
					15	17
Spring Semester						
BUS 239	Business Applications Seminar	1	2	0	2	3
BUS 230	Small Business Management	3	0	0	3	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3
BUS 240	Business Ethics	3	0	0	3	3
	Humanities Elective	3	0	0	3	3
					14	15
TOTAL HOURS:					**70-71**	**81-82**

See selection list for electives at the end of the semester by semester listing for the Business Administration program.

BUSINESS ADMINISTRATION
ASSOCIATE IN APPLIED SCIENCE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACC 120	Principles of Accounting I	3	2	0	4	5
OST 131	Keyboarding	1	2	0	2	3
ACA 111	College Student Success	1	0	0	1	1
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					9-10	12-13
Spring Semester						
ACC 121	Principles of Accounting II	3	2	0	4	5
ENG 111	Expository Writing	3	0	0	3	3
OST 136	Word Processing	1	2	0	2	3
					9	11
Summer Semester						
COM 110	Introduction to Communication	3	0	0	3	3

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
MAT 161	College Algebra	3	0	0	3	3
	Humanities Elective	3	0	0	3	3
	Select one of the following:					
PSY 150	General Psychology	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3
					9	9
Spring Semester						
CIS 120	Spreadsheet I	2	2	0	3	4
BUS 240	Business Ethics	3	0	0	3	3
					6	7
Summer Semester						
ACC 140	Payroll Accounting	1	2	0	2	3
Fall Semester						
BUS 260	Business Communication	3	0	0	3	3
ECO 251	Principles of Microeconomics	3	0	0	3	3
MKT 120	Principles of Marketing	3	0	0	3	3
					9	9
Spring Semester						
BUS 137	Principles of Management	3	0	0	3	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3
					6	6
Fall Semester						
BUS 115	Business Law I	3	0	0	3	3
BUS 225	Business Finance	2	2	0	3	4
BUS 228	Business Statistics	2	2	0	3	4
					9	11
Spring Semester						
ACC 131	Federal Income Taxes	2	2	0	3	4
BUS 239	Business Applications Seminar	1	2	0	2	3
BUS 230	Small Business Management	3	0	0	3	3
					8	10
TOTAL HOURS:					**70-71**	**81-82**

See selection list for electives at the end of the semester by semester listing for the Business Administration program.
See advisor for courses offered every other year.

BUSINESS ADMINISTRATION
CERTIFICATE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACC 120	Principles of Accounting I	3	2	0	4	5
BUS 115	Business Law I	3	0	0	3	3
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					9-10	11-12
Spring Semester						
BUS 230	Small Business Management	3	0	0	3	3
Summer Semester						
ACC 140	Payroll Accounting	1	2	0	2	3
TOTAL HOURS:					**14-15**	**17-18**

BUSINESS ADMINISTRATION
CERTIFICATE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACC 120	Principles of Accounting I	3	2	0	4	5
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					6-7	8-9
Spring Semester						
BUS 230	Small Business Management	3	0	0	3	3
Summer Semester						
ACC 140	Payroll Accounting	1	2	0	2	3
Fall Semester						
BUS 115	Business Law I	3	0	0	3	3
TOTAL HOURS:					**14-15**	**17-18**

Humanities Electives: ART 111, ART 116, HUM 110, HUM 120, HUM 121, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, HUM 220, MUS 110, MUS 112, MUS 113, PHI 210, PHI 215, PHI 240, REL 110, REL 111, REL 112, REL 211, REL 212, REL 221, SPA 111, SPA 112, SPA 211, SPA 212.

Associate in Cosmetology (A55140)

Associate in Applied Science

Curriculum Description:

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successful passing of the State Board exam, graduates will be issued a license. Employment is available in beauty salons, and as skin/nail specialists, platform artists and related businesses.

New students will only be admitted Fall and Spring Semesters.

COSMETOLOGY
ASSOCIATE IN APPLIED SCIENCE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
COS 111	Cosmetology Concepts I	4	0	0	4	4
COS 112	Salon I	0	24	0	8	24
ACA 111	College Student Success	1	0	0	1	1
					13	29
Spring Semester						
COS 113	Cosmetology Concepts II	4	0	0	4	4
COS 114	Salon II	0	24	0	8	24
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					14-15	31-32
Summer Semester						
COS 115	Cosmetology Concepts III	4	0	0	4	4
COS 116	Salon III	0	12	0	4	12
					8	16
Fall Semester						
COS 117	Cosmetology Concepts IV	2	0	0	2	2
COS 118	Salon IV	0	21	0	7	21
COS 121	Manicure/Nail Technology I	4	6	0	6	10
MAT 115	Mathematical Models	2	2	0	3	4
					18	37

Spring Semester		Class	Lab	Clin.	Credit	Hrs/Wk
BUS 230	Small Business Management	3	0	0	3	3
COM 110	Introduction to Communication	3	0	0	3	3
ART 111	Art Appreciation	3	0	0	3	3
PSY 150	General Psychology	3	0	0	3	3
COS 122	Manicure/Nail Technology II	4	6	0	6	10
					18	22
Summer Semester						
ENG 111	Expository Writing	3	0	0	3	3
TOTAL HOURS:					**74-75**	**138-139**

COSMETOLOGY
ASSOCIATE IN APPLIED SCIENCE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
COS 111	Cosmetology Concepts I	4	0	0	4	4
COS 112A-B	Salon I A & B	0	15	0	5	15
ACA 111	College Student Success	1	0	0	1	1
					10	20
Spring Semester						
COS 112C	Salon I C	0	9	0	3	9
COS 113	Cosmetology Concepts II	4	0	0	4	4
COS 114A-B	Salon II A & B	0	15	0	5	15
					12	28
Summer Semester						
COS 114C	Salon II C	0	9	0	3	9
Fall Semester						
COS 115	Cosmetology Concepts III	4	0	0	4	4
COS 116	Salon III	0	12	0	4	12
					8	16
Spring Semester						
COS 117	Cosmetology Concepts IV	2	0	0	2	2
COS 118	Salon IV	0	21	0	7	21
					9	23
Summer Semester						
MAT 115	Mathematical Models	2	2	0	3	4
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					5-6	7-8

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ENG 111	Expository Writing	3	0	0	3	3
COS 121	Manicure/Nail Technology I	4	6	0	6	10
					9	13
Spring Semester						
ART 111	Art Appreciation	3	0	0	3	3
BUS 230	Small Business Management	3	0	0	3	3
COS 122	Manicure/Nail Technology II	4	6	0	6	10
					12	16
Summer Semester						
COM 110	Introduction to Communication	3	0	0	3	3
PSY 150	General Psychology	3	0	0	3	3
					6	6
TOTAL HOURS:					**74-75**	**138-139**

COSMETOLOGY
DIPLOMA, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
COS 111	Cosmetology Concepts I	4	0	0	4	4
COS 112	Salon I	0	24	0	8	24
ACA 111	College Student Success	1	0	0	1	1
					13	29
Spring Semester						
COS 113	Cosmetology Concepts II	4	0	0	4	4
COS 114	Salon II	0	24	0	8	24
	Select one of the following:					
ENG 101	Applied Communication I	3	0	0	3	3
ENG 111	Expository Writing	3	0	0	3	3
					15	31
Summer Semester						
COS 115	Cosmetology Concepts III	4	0	0	4	4
COS 116	Salon III	0	12	0	4	12
					8	16
Fall Semester						
COS 117	Cosmetology Concepts IV	2	0	0	2	2
COS 118	Salon IV	0	21	0	7	21
	Select one of the following:					
MAT 101	Applied Mathematics I	2	2	0	3	4
MAT 115	Mathematical Models	2	2	0	3	4
					12	27
TOTAL HOURS:					**48**	**103**

COSMETOLOGY
DIPLOMA, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
COS 111	Cosmetology Concepts I	4	0	0	4	4
COS 112A-B	Salon I A &B	0	15	0	5	15
ACA 111	College Student Success	1	0	0	1	1
					10	20
Spring Semester						
COS 112C	Salon I C	0	9	0	3	9
COS 113	Cosmetology Concepts II	4	0	0	4	4
COS 114A-B	Salon II A & B	0	15	0	5	15
					12	28
Summer Semester						
COS 114C	Salon II C	0	9	0	3	9
Fall Semester						
COS 115	Cosmetology Concepts III	4	0	0	4	4
COS 116	Salon III	0	12	0	4	12
					8	16
Spring Semester						
COS 117	Cosmetology Concepts IV	2	0	0	2	2
COS 118	Salon IV	0	21	0	7	21
					9	23
Summer Semester						
	Select one of the following:					
ENG 101	Applied Communications I	3	0	0	3	3
ENG 111	Expository Writing	3	0	0	3	3
	Select one of the following:					
MAT 101	Applied Mathematics I	2	2	0	3	4
MAT 115	Mathematical Models	2	2	0	3	4
					6	7
TOTAL HOURS:					**48**	**103**

COSMETOLOGY
MANICURING CERTIFICATE

		Class	Lab	Clin.	Credit	Hrs/Wk
COS 121	Manicuring/Nail Technology I	4	6	0	6	10
COS 122	Manicuring/Nail Technology II	4	6	0	6	10
TOTAL HOURS:					**12**	**20**

This certificate is offered both day and evening periodically throughout the year. COS 121 is a prerequisite for COS 122.

Cosmetology Instructor Training (C55160)

Certificate Program

Curriculum Description:

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

COSMETOLOGY INSTRUCTOR CERTIFICATE PROGRAM

		Class	Lab	Clin.	Credit	Hrs/Wk
COS 271	Instructor Concepts I	5	0	0	5	5
COS 272	Instructor Practicum I	0	21	0	7	21
COS 273	Instructor Concepts II	5	0	0	5	5
COS 274	Instructor Practicum II	0	21	0	7	21
TOTAL HOURS:					**24**	**52**

This certificate is offered both day and evening periodically throughout the year. COS 271 and COS 272 must be taken simultaneously and are prerequisites for COS 273 and COS 274 which must also be taken simultaneously. Cosmetology license and 6 months experience as a licensed cosmetologist are required for admission into this program.

Manicuring Instructor Training (C55380)

Certificate Program

Curriculum Description:

The Manicuring Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of manicuring as required by the North Carolina State Board of Cosmetology.

Course work includes all phases of manicuring theory laboratory instruction.

Graduates should be prepared to take the North Carolina Cosmetology State Board Manicuring Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or manicuring school.

MANICURING INSTRUCTOR CERTIFICATE

		Class	Lab	Clin.	Credit	Hrs/Wk
COS 251	Manicure Instructor Concepts	8	0	0	8	8
COS 252	Manicure Instructor Practicum	0	15	0	5	15
TOTAL HOURS:					**13**	**23**

The Manicuring Instructor Certificate is offered both day and evening periodically throughout the year. COS 252 is a corequisite for COS 251.

Criminal Justice Technology (A55180)

Associate in Applied Science

Curriculum Description:

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state and federal law enforcement, judicial processes, corrections and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics and community relations. Additional study may include issues and concepts of government, counseling, communications, computers and technology.

Employment opportunities exist in a variety of local, state and federal law enforcement, corrections and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer and loss prevention specialist.

CRIMINAL JUSTICE
ASSOCIATE IN APPLIED SCIENCE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
CJC 111	Introduction to Criminal Justice	3	0	0	3	3
CJC 112	Criminology	3	0	0	3	3
CJC 131	Criminal Law	3	0	0	3	3
MAT 161	College Algebra	3	0	0	3	3
ACA 111	College Student Success	1	0	0	1	1
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					15-16	16-17
Spring Semester						
CJC 113	Juvenile Justice	3	0	0	3	3
CJC 141	Corrections	3	0	0	3	3
CJC 132	Court Procedures & Evidence	3	0	0	3	3
ENG 111	Expository Writing	3	0	0	3	3
PSY 150	General Psychology	3	0	0	3	3
					15	15
Summer Semester						
CJC 212	Ethics & Community Relations	3	0	0	3	3
CJC 214	Victimology	3	0	0	3	3
	Humanities Elective	3	0	0	3	3
					9	9

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
CJC 231	Constitutional Law	3	0	0	3	3
CJC 213	Substance Abuse	3	0	0	3	3
CJC 233	Correctional Law	3	0	0	3	3
ENG 114	Professional Research & Reporting	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3
					15	15
Spring Semester						
CJC 221	Investigative Principles	3	2	0	4	5
CJC 222	Criminalistics	3	0	0	3	3
BIO 163	Basic Anatomy & Physiology	4	2	0	5	6
	Select one of the following:					
POL 120	American Government	3	0	0	3	3
POL 130	State & Local Government	3	0	0	3	3
					15	17
TOTAL HOURS:					**69-70**	**72-73**

Humanities Electives: ART 111, ART 116, HUM 110, HUM 120, HUM 121, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, HUM 220, MUS 110, MUS 112, MUS 113, PHI 210, PHI 215, PHI 240, REL 110, REL 111, REL 112, REL 211, REL 212, REL 221, SPA 111, SPA 112, SPA 211, SPA 212.

Early Childhood Associate (A55220)

Associate in Applied Science

Curriculum Description:

The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development, physical/ nutritional needs of children, care and guidance of children and communication skills with parents and children. Students will foster the cognitive/ language, physical/motor, social/emotional and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school age programs.

EARLY CHILDHOOD ASSOCIATE
ASSOCIATE IN APPLIED SCIENCE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
EDU 144	Child Development I	3	0	0	3	3
PSY 150	General Psychology	3	0	0	3	3
EDU 146	Child Guidance	3	0	0	3	3
ACA 111	College Student Success	1	0	0	1	1
EDU 119	Early Childhood Education	3	2	0	4	5
	or a set of the following:					
EDU 111	Early Childhood Credential I	2	0	0	2	2
	and					
EDU 112	Early Childhood Credential II	2	0	0	2	2
	or					
EDU 113	Family and ECH Credentials	2	0	0	2	2
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					16-17	18-19

Spring Semester		Class	Lab	Clin.	Credit	Hrs/Wk
EDU 145	Child Development II	3	0	0	3	3
ENG 111	Expository Writing	3	0	0	3	3
EDU 151	Creative Activities	3	0	0	3	3
EDU 151A	Creative Activities Lab	0	2	0	1	2
COE 111	Co-Op Work Experience I	0	0	10	1	10
COE 115	Work Experience Seminar I	1	0	0	1	1
	Select one of the following:					
	PSY or SOC Requirement	3	0	0	3	3
BUS 230	Small Business Management	3	0	0	3	3
					15	25
Summer Semester						
EDU 251	Exploration Activities	3	0	0	3	3
EDU 251A	Exploration Activities Lab	0	2	0	1	2
	Select one of the following:					
	CIS Requirement **(3 hrs. req.)**	1-2	2	0	2-3	—
SOC 213	Sociology of the Family	3	0	0	3	3
					7	—
Fall Semester						
EDU 131	Children, Family, and Community	3	0	0	3	3
EDU 221	Children with Special Needs	3	0	0	3	3
COE 121	Co-op Work Experience II	0	0	10	1	10
COE 125	Work Experience Seminar II	1	0	0	1	1
COM 110	Introduction to Communication	3	0	0	3	3
BIO 143	Field Biology Minicourse	1	2	0	2	3
	Select one of the following:					
PSY 243	Child Psychology	3	0	0	3	3
ACC 120	Principles of Accounting I	3	2	0	4	5
					16-17	26-28
Spring Semester						
HUM 220	Human Values and Meaning	3	0	0	3	3
EDU 153	Health, Safety and Nutrition	3	0	0	3	3
COE 131	Co-op Work Experience III	0	0	10	1	10
COE 135	Work Experience Seminar III	1	0	0	1	1
BIO 224	Local Flora Spring	1	2	0	2	3
EDU 259	Curriculum Planning	3	0	0	3	3
EDU 261	Early Childhood Administration I	2	0	0	2	2
					15	25
Summer Semester						
	Select one of the following:					
EDU 282	Early Childhood Literature	3	0	0	3	3
EDU 262	Early Childhood Admin. II	3	0	0	3	3
	Select one of the following:					
EDU 271	Media Technology for Teachers	2	2	0	3	4
EDU 234	Infants, Toddlers and Twos	3	0	0	3	3
					6	6-7
TOTAL HOURS:					**75-76**	—

CIS Requirement: CIS 120, CIS 152, CIS 169
Psychology/Sociology Requirement: PSY 237, SOC 210, SOC 220

EARLY CHILDHOOD ASSOCIATE DIPLOMA, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
EDU 144	Child Development I	3	0	0	3	3
EDU 146	Child Guidance	3	0	0	3	3
ACA 111	College Student Success	1	0	0	1	1
EDU 119	Early Childhood Education	3	2	0	4	5
	or a set of the following:					
EDU 111	Early Childhood Credential I **and**	2	0	0	2	2
EDU 112	Early Childhood Credential II **or**	2	0	0	2	2
EDU 113	Family and ECH Credentials	2	0	0	2	2
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					13-14	14-16
Spring Semester						
EDU 145	Child Development II	3	0	0	3	3
ENG 111	Expository Writing	3	0	0	3	3
EDU 151	Creative Activities	3	0	0	3	3
EDU 151A	Creative Activities Lab	0	2	0	1	2
COE 111	Co-op Work Experience I	0	0	10	1	10
COE 115	Work Experience Seminar I	1	0	0	1	1
					12	22
Summer Semester						
EDU 251	Exploration Activities	3	0	0	3	3
EDU 251A	Exploration Activities Lab	0	2	0	1	2
					4	5
Fall Semester						
EDU 131	Children, Family, and Community	3	0	0	3	3
EDU 221	Children with Special Needs	3	0	0	3	3
HUM 220	Human Values and Meaning	3	0	0	3	3
					9	9
Spring Semester						
EDU 153	Health, Safety and Nutrition	3	0	0	3	3
EDU 259	Curriculum Planning	3	0	0	3	3
					6	6
Summer Semester						
EDU 261	Early Childhood Administration I	2	0	0	2	2
TOTAL HOURS:					**46-47**	**58-59**

EARLY CHILDHOOD ASSOCIATE CERTIFICATE, EVENING PROGRAM

		Class	Lab	Clin.	Credit	Hrs/Wk
Fall Semester						
EDU 111	Early Childhood Credential I	2	0	0	2	2
Spring Semester						
EDU 144	Child Development I	3	0	0	3	3
	Select one of the following:					
EDU 112	Early Childhood Credential II	2	0	0	2	2
EDU 113	Family/ECH Credential	2	0	0	2	2
					5	5
Summer Semester						
EDU 131	Children, Family & Community	3	0	0	3	3
Fall Semester						
EDU 146	Child Guidance	3	0	0	3	3
Spring Semester						
EDU 151	Creative Activities	3	0	0	3	3
EDU 151A	Creative Activities Lab	0	2	0	1	2
					4	5
TOTAL HOURS:					**17**	**18**

Electrical/Electronics Technology (D35220)

Diploma Program

Curriculum Description:

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronic field as an on-the-job trainer or apprentice, assisting in the layout, installation and maintenance of electrical/electronic systems.

ELECTRICAL/ELECTRONICS TECHNOLOGY
DIPLOMA, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ELC 112	DC/AC Electricity	3	6	0	5	9
MAT 101	Applied Mathematics I	2	2	0	3	4
ACA 111	College Student Success	1	0	0	1	1
					9	14
Spring Semester						
ELC 113	Basic Wiring I	2	6	0	4	8
MAT 102	Applied Mathematics II	2	2	0	3	4
ENG 101	Applied Communications I	3	0	0	3	3
					10	15
Summer Semester						
ELC 114	Basic Wiring II	2	6	0	4	8
Fall Semester						
ELC 118	National Electrical Code	1	2	0	2	3
ELC 119	NEC Calculations	1	2	0	2	3
ELC 132	Electrical Drawings	1	3	0	2	4
					6	10
Spring Semester						
ELC 135	Electrical Machines I	2	2	0	3	4
ELC 115	Industrial Wiring	2	6	0	4	8
					7	12

Summer Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ELC 231	Electric Power Systems	3	2	0	4	5
Fall Semester						
ELC 128	Introduction to PLC	2	3	0	3	5
ELC 117	Motors and Controls	2	6	0	4	8
					7	13
TOTAL HOURS:					**47**	**77**

ELECTRICAL/ELECTRONICS TECHNOLOGY
INDUSTRIAL WIRING CERTIFICATE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ELC 112	DC/AC Electricity	3	6	0	5	9
MAT 101	Applied Mathematics I	2	2	0	3	4
					8	13
Spring Semester						
ELC 115	Industrial Wiring	2	6	0	4	8
Fall Semester						
ELC 118	National Electrical Code	1	2	0	2	3
ELC 117	Motors and Controls	2	6	0	4	8
					6	11
TOTAL HOURS:					**18**	**32**

Completion of all prerequisites is required before entering this program.

ELECTRICAL/ELECTRONICS TECHNOLOGY
RESIDENTIAL WIRING CERTIFICATE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ELC 112	DC/AC Electricity	3	6	0	5	9
MAT 101	Applied Mathematics I	2	2	0	3	4
					8	13
Spring Semester						
ELC 113	Basic Wiring I	2	6	0	4	8
Fall Semester						
ELC 118	National Electrical Code	1	2	0	2	3
ELC 119	NEC Calculations	1	2	0	2	3
					4	6
TOTAL HOURS:					**16**	**27**

Electronics Engineering Technology (A40200)

Associate in Applied Science

Curriculum Description:

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair and modify developmental and production electronic components, equipment and systems such as industrial/computer controls, manufacturing systems, communication systems and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts and microprocessors ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles including electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician and production control technician.

ELECTRONICS ENGINEERING TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ELC 131	DC/AC Circuit Analysis	4	3	0	5	7
MAT 161	College Algebra	3	0	0	3	3
ACA 111	College Student Success	1	0	0	1	1
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
	Select one of the following:					
PSY 150	General Psychology	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3
					14-15	17-18
Spring Semester						
ELN 131	Electronic Devices	3	3	0	4	6
ELN 133	Digital Electronics	3	3	0	4	6
ELN 275	Troubleshooting	1	2	0	2	3
ENG 111	Expository Writing	3	0	0	3	3
MAT 162	College Trigonometry	3	0	0	3	3
					16	21

Summer Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ELN 132	Linear IC Applications	3	3	0	4	6
ELN 150	CAD for Electronics	1	3	0	2	4
ENG 114	Professional Research & Reporting	3	0	0	3	3
					9	13
Fall Semester						
ELN 232	Introduction to Microprocessors	3	3	0	4	6
ELN 234	Communication System	3	3	0	4	6
PHY 151	College Physics I	3	2	0	4	5
CIS 115	Introduction to Programming and Logic	2	2	0	3	4
HUM 110	Technology & Society	3	0	0	3	3
					18	24
Spring Semester						
ELN 233	Microprocessor Systems	3	3	0	4	6
ELN 229	Industrial Electronics	2	4	0	4	6
PHY 152	College Physics II	3	2	0	4	5
CSC 132	BASIC Programming	2	3	0	3	5
					15	22
TOTAL HOURS:					**72-73**	**97-98**

ELECTRONICS ENGINEERING TECHNOLOGY ASSOCIATE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ELC 131	DC/AC Circuit Analysis	4	3	0	5	7
MAT 161	College Algebra	3	0	0	3	3
ACA 111	College Student Success	1	0	0	1	1
					9	11
Spring Semester						
ELN 131	Electronic Devices	3	3	0	4	6
MAT 162	College Trigonometry	3	0	0	3	3
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					9-10	12-13
Summer Semester						
ELN 132	Linear IC Applications	3	3	0	4	6
Fall Semester						
ELN 133	Digital Electronics	3	3	0	4	6
ELN 275	Troubleshooting	1	2	0	2	3
ENG 111	Expository Writing	3	0	0	3	3
					9	12

Spring Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ENG 114	Professional Research & Reporting	3	0	0	3	3
ELN 150	CAD for Electronics	1	3	0	2	4
PSY 150	General Psychology	3	0	0	3	3
CIS 115	Intro. to Programming & Logic	2	2	0	3	4
					11	14
Summer Semester						
ELN 232	Introduction to Microprocessors	3	3	0	4	6
Fall Semester						
ELN 234	Communication Systems	3	3	0	4	6
PHY 151	College Physics I	3	2	0	4	5
HUM 110	Technology & Society	3	0	0	3	3
					11	14
Spring Semester						
ELN 233	Microprocessor Systems	3	3	0	4	6
PHY 152	College Physics II	3	2	0	4	5
CSC 132	BASIC Programming	2	3	0	3	5
					11	16
Summer Semester						
ELN 229	Industrial Electronics	2	4	0	4	6
TOTAL HOURS:					**72-73**	**97-98**

ELECTRONICS ENGINEERING TECHNOLOGY
APPLIED ELECTRONICS CERTIFICATE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					2-3	3-4
Spring Semester						
ENG 111	Expository Writing	3	0	0	3	3
Summer Semester						
ELN 150	CAD for Electronics	1	3	0	2	4
Fall Semester						
ELN 234	Communication Systems	3	3	0	4	6
Spring Semester						
ELN 229	Industrial Electronics	2	4	0	4	6
TOTAL HOURS:					**15-16**	**22-23**

Completion of all prerequisites is required before entering this program.

ELECTRONICS ENGINEERING TECHNOLOGY
APPLIED ELECTRONICS CERTIFICATE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ELN 234	Communication Systems	3	3	0	4	6
Spring Semester						
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					2-3	3-4
Summer Semester						
ELN 229	Industrial Electronics	2	4	0	4	6
Fall Semester						
ENG 111	Expository Writing	3	0	0	3	3
Spring Semester						
ELN 150	CAD for Electronics	1	3	0	2	4
TOTAL HOURS:					**15-16**	**22-23**

Completion of all prerequisites is required before entering this program.

ELECTRONICS ENGINEERING TECHNOLOGY
BASIC ELECTRONICS CERTIFICATE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ELC 131	DC/AC Circuit Analysis	4	3	0	5	7
MAT 161	College Algebra	3	0	0	3	3
					8	10
Spring Semester						
ELN 131	Electronic Devices	3	3	0	4	6
Summer Semester						
ELN 132	Linear IC Applications	3	3	0	4	6
TOTAL HOURS:					**16**	**22**

ELECTRONICS ENGINEERING TECHNOLOGY
BASIC ELECTRONICS CERTIFICATE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ELC 131	DC/AC Circuit Analysis	4	3	0	5	7
MAT 161	College Algebra	3	0	0	3	3
					8	10
Spring Semester						
ELN 131	Electronic Devices	3	3	0	4	6
Summer Semester						
ELN 132	Linear IC Applications	3	3	0	4	6
TOTAL HOURS:					**16**	**22**

ELECTRONICS ENGINEERING TECHNOLOGY
DIGITAL ELECTRONICS CERTIFICATE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ELN 232	Introduction to Microprocessors	3	3	0	4	6
Spring Semester						
ELN 133	Digital Electronics	3	3	0	4	6
ELN 275	Troubleshooting	1	2	0	2	3
					6	9
Fall Semester						
ENG 111	Expository Writing	3	0	0	3	3
Spring Semester						
ELN 233	Microprocessor Systems	3	3	0	4	6
TOTAL HOURS:					**17**	**24**

Completion of all prerequisites is required before entering this program.

ELECTRONICS ENGINEERING TECHNOLOGY
DIGITAL ELECTRONICS CERTIFICATE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ELN 133	Digital Electronics	3	3	0	4	6
ELN 275	Troubleshooting	1	2	0	2	3
					6	9
Spring Semester						
ENG 111	Expository Writing	3	0	0	3	3
ELN 232	Introduction To Microprocessors	3	3	0	4	6
					7	9
Summer Semester						
ELN 233	Microprocessor Systems	3	3	0	4	6
TOTAL HOURS:					**17**	**24**

Completion of all prerequisites is required before entering this program.

General Occupational Technology (D55280)

Diploma Program

Curriculum Description:

This curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree level courses offered by the College.

Graduates will become more effective workers, be better qualified for advancements within their field of employment or become qualified for a wide range of entry level employment opportunities.

The following courses are primarily intended for students seeking admittance to the Associate Degree Nursing program. However, the curriculum content can be individualized for students seeking to upgrade their skills.

GENERAL OCCUPATIONAL TECHNOLOGY
DIPLOMA, DAY PROGRAM

Summer Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACA 111	College Student Success	1	0	0	1	1
BIO 111	General Biology I	3	3	0	4	6
					5	7
Fall Semester						
BIO 165	Anatomy & Physiology I	3	3	0	4	6
PSY 110	Life Span Development	3	0	0	3	3
OST 141	Medical Terminology I	3	0	0	3	3
	Major Elective	2-3	0	0	2-3	2-3
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					14-16	17-19
Spring Semester						
BIO 166	Anatomy & Physiology II	3	3	0	4	6
COM 110	Introduction to Communication	3	0	0	3	3
ENG 111	Expository Writing	3	0	0	3	3
	Major Elective	2-3	0	0	2-3	2-3
	Humanities Elective	3	0	0	3	3
OST 142	Medical Terminology II	3	0	0	3	3
					18-19	20-21
TOTAL HOURS:					**37-40**	**44-47**

Humanities Electives: ART 111, ART 116, HUM 110, HUM 120, HUM 121, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, HUM 220, MUS 110, MUS 112, MUS 113, PHI 210, PHI 215, PHI 240, REL 110, REL 111, REL 112, REL 211, REL 212, REL 221, SPA 111, SPA 112, SPA 211, SPA 212.

Major Electives: Select 6 hours from the following: CJC 213, OST 149, PSY 115, PSY 141, PSY 150

Horticulture Technology (A15240)

Associate in Applied Science

Curriculum Description:

The Horticulture Technology curriculum is designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticulture principles and practices are included in the program of study.

Course work includes plant science, plant materials, propagation, soils, fertilizers, and pest management. Also included are courses in plant production, landscaping, and the management and operation of horticulture businesses.

Graduates should qualify for employment opportunities in nurseries, garden centers, greenhouses, landscape operations, gardens, and governmental agencies. Graduates should also be prepared to take North Carolina Pesticide Applicator's Examination and the North Carolina Certified Plant Professional Examination.

HORTICULTURE TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACA 111	College Student Success	1	0	0	1	1
HOR 160	Plant Materials I	2	2	0	3	4
HOR 112	Landscape Design I	2	3	0	3	5
HOR 166	Soils and Fertilizers	2	2	0	3	4
HOR 168	Plant Propagation	2	2	0	3	4
	Humanities Elective	3	0	0	3	3
CIS 111	Basic PC Literacy	1	2	0	2	3
					18	24
Spring Semester						
ENG 111	Expository Writing	3	0	0	3	3
HOR 162	Applied Plant Science	2	2	0	3	4
HOR 164	Horticulture Pest Management	2	2	0	3	4
HOR 260	Plant Materials II	2	2	0	3	4
	Select one of the following:					
PSY 150	General Psychology	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3
					15	18

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
COM 110	Introduction to Communication	3	0	0	3	3
HOR 114	Landscape Construction	2	2	0	3	4
HOR 293	Selected Topics in Horticulture	3	0	0	3	3
HOR 257	Arboriculture Practices	1	3	0	2	4
					11	14
Fall Semester						
HOR 268	Advanced Propagation	3	3	0	4	6
MAT 161	College Algebra	3	0	0	3	3
HOR 245	Horticulture Specialty Crops	2	2	0	3	4
HOR 251	Insects and Diseases	2	2	0	3	4
HOR 273	Horticulture Mgt. & Mkt.	3	0	0	3	3
					16	20
Spring Semester						
HOR 213	Landscape Design II	2	2	0	3	4
HOR 235	Greenhouse Production	2	2	0	3	4
HOR 225	Nursery Production	2	2	0	3	4
HOR 265	Advanced Plant Materials	1	2	0	2	3
HOR 170	Horticulture Computer Appls.	1	3	0	2	4
HOR 118	Equipment Operation & Main.	1	3	0	2	4
					15	23
TOTAL HOURS:					**75**	**99**

See selection list for electives at the end of the semester by semester listing for Horticulture Technology.

HORTICULTURE
DIPLOMA, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
HOR 112	Landscape Design I	2	3	0	3	5
HOR 160	Plant Materials I	2	2	0	3	4
HOR 166	Soils and Fertilizers	2	2	0	3	4
HOR 168	Plant Propagation	2	2	0	3	4
HOR 245	Horticulture Specialty Crops	2	2	0	3	4
	Select one of the following:					
ENG 101	Applied Communications I	3	0	0	3	3
ENG 111	Expository Writing	3	0	0	3	3
					18	24

Spring Semester		Class	Lab	Clin.	Credit	Hrs/Wk
HOR 162	Applied Plant Science	2	2	0	3	4
HOR 164	Horticulture Pest Management	2	2	0	3	4
HOR 213	Landscape Design II	2	2	0	3	4
HOR 225	Nursery Production	2	2	0	3	4
HOR 235	Greenhouse Production	2	2	0	3	4
HOR 260	Plant Materials II	2	2	0	3	4
	Select one of the following:					
MAT 101	Applied Mathematics I	2	2	0	3	4
MAT 161	College Algebra	3	0	0	3	3
					21	27-28
Summer Semester						
HOR 114	Landscape Construction	2	2	0	3	4
HOR 293	Selected Topics in Horticulture	3	0	0	3	3
HOR 257	Arboriculture Practices	1	3	0	2	4
					8	11
TOTAL HOURS:					**47**	**62-63**

HORTICULTURE
CERTIFICATE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
HOR 160	Plant Materials I	2	2	0	3	4
HOR 166	Soils and Fertilizers	2	2	0	3	4
HOR 168	Plant Propagation	2	2	0	3	4
					9	12
Spring Semester						
HOR 162	Applied Plant Science	2	2	0	3	4
HOR 164	Horticulture Pest Management	2	2	0	3	4
					6	8
TOTAL HOURS:					**15**	**20**

Humanities Electives: ART 111, ART 116, HUM 110, HUM 120, HUM 121, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, HUM 220, MUS 110, MUS 112, MUS 113, PHI 210, PHI 215, PHI 240, REL 110, REL 111, REL 112, REL 211, REL 212, REL 221, SPA 111, SPA 112, SPA 211, SPA 212.

Industrial Maintenance (C50240)

Certificate Program

Curriculum Description:

The Industrial Maintenance Technology curriculum is designed to prepare or upgrade individuals to service, maintain, repair, or install equipment for a wide range of industries. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial equipment and physical facilities.

Students will learn technical skills in blueprint reading, electricity hydraulics/pneumatics, machining, welding, and various maintenance procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of any of the various levels of this curriculum, graduates should gain the necessary practical skills and related technical information to qualify for employment or advancement in the various areas of industrial maintenance technology.

INDUSTRIAL MAINTENANCE
CERTIFICATE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ELC 112	DC/AC Electricity	3	6	0	5	9
WLD 112	Basic Welding Processes	1	3	0	2	4
					7	13
Spring Semester						
MNT 110	Intro. to Maint. Procedures	1	3	0	2	4
ELC 128	Introduction to PLC	2	3	0	3	5
					5	9
Summer Semester						
HYD 110	Hydraulics/Pneumatics I	2	3	0	3	5
Fall Semester						
MEC 111	Machine Processes I	2	3	0	3	5
TOTAL HOURS:					**18**	**32**

Information Systems (A25260)

Associate in Applied Science

Curriculum Description:

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking and related business topics. Studies will provide experience for students to implement, support and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training and business applications design and implementation.

INFORMATION SYSTEMS
ASSOCIATE IN APPLIED SCIENCE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACC 120	Principles of Accounting I	3	2	0	4	5
CIS 110	Introduction to Computers	2	2	0	3	4
ACA 111	College Student Success	1	0	0	1	1
OST 131	Keyboarding	1	2	0	2	3
	Select one of the following:					
PSY 150	General Psychology	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3
					13	16
Spring Semester						
CIS 115	Intro. to Prog. and Logic	2	2	0	3	4
ENG 111	Expository Writing	3	0	0	3	3
CIS 130	Survey of Operating Systems	2	3	0	3	5
OST 136	Word Processing	1	2	0	2	3
CIS 120	Spreadsheet I	2	2	0	3	4
					14	19
Summer Semester						
CIS 152	Database Concepts & Apps.	2	2	0	3	4
COM 110	Introduction to Communication	3	0	0	3	3
	Humanities Elective	3	0	0	3	3
					9	10

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
NET 110	Data Comm./Networking	2	2	0	3	4
BUS 240	Business Ethics	3	0	0	3	3
BUS 260	Business Communication	3	0	0	3	3
CSC 139	Visual BASIC Programming	2	3	0	3	5
CIS 215	Hardware Install./Maintenance	2	3	0	3	5
					15	20
Spring Semester						
CIS 157	Database Programming I	2	2	0	3	4
CIS 173	Network Theory	2	2	0	3	4
CIS 286	Systems Analysis & Design	3	0	0	3	3
MAT 161	College Algebra	3	0	0	3	3
	Select one of the following:					
CSC 134	C ++ Programming	2	3	0	3	5
CSC 141	Visual C++ Programming	2	3	0	3	5
					15	19
Summer Semester						
CIS 226	Trends in Technology	1	2	0	2	3
CIS 288	Systems Project	1	4	0	3	5
					5	8
TOTAL HOURS:					**71**	**92**

See selection list for electives at the end of the semester by semester listing for Information Systems.

INFORMATION SYSTEMS
ASSOCIATE IN APPLIED SCIENCE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
CIS 110	Introduction to Computers	2	2	0	3	4
ACA 111	College Student Success	1	0	0	1	1
OST 131	Keyboarding	1	2	0	2	3
					6	8
Spring Semester						
ENG 111	Expository Writing	3	0	0	3	3
CIS 130	Survey of Operating Systems	2	3	0	3	5
OST 136	Word Processing	1	2	0	2	3
					8	11
Summer Semester						
CIS 152	Database Concepts & Apps.	2	2	0	3	4
COM 110	Introduction to Communication	3	0	0	3	3
					6	7

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACC 120	Principles of Accounting I	3	2	0	4	5
BUS 240	Business Ethics	3	0	0	3	3
CIS 115	Intro. To Prog. and Logic	2	2	0	3	4
					10	12
Spring Semester						
CIS 157	Database Programming I	2	2	0	3	4
CIS 120	Spreadsheet I	2	2	0	3	4
					6	8
Summer Semester						
	Humanities Elective	3	0	0	3	3
Fall Semester						
BUS 260	Business Communication	3	0	0	3	3
CIS 215	Hardware Install./Maintenance	2	3	0	3	5
					6	8
Spring Semester						
MAT 161	College Algebra	3	0	0	3	3
NET 110	Data Comm./Networking	2	2	0	3	4
	Select one of the following:					
PSY 150	General Psychology	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3
					9	10
Summer Semester						
CIS 173	Network Theory	2	2	0	3	4
Fall Semester						
CIS 286	Systems Analysis & Design	3	0	0	3	3
CSC 139	Visual BASIC Programming	2	3	0	3	5
					6	8
Spring Semester						
CIS 226	Trends in Technology	1	2	0	2	3
	Select one of the following:					
CSC 134	C ++ Programming	2	3	0	3	5
CSC 141	Visual C++ Programming	2	3	0	3	5
					5	8
Summer Semester						
CIS 288	Systems Project	1	4	0	3	5
TOTAL HOURS:					**71**	**92**

See selection list for electives at the end of the semester by semester listing for Information Systems.

See advisor for courses offered every other year.

INFORMATION SYSTEMS
APPLICATIONS CERTIFICATE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
CIS 110	Introduction to Computers	2	2	0	3	4
Spring Semester						
CIS 130	Survey of Operating Systems	2	3	0	3	5
OST 136	Word Processing	1	2	0	2	3
CIS 120	Spreadsheet I	2	2	0	3	4
					8	12
Summer Semester						
CIS 152	Database Concepts & Apps.	2	2	0	3	4
TOTAL HOURS:					**14**	**20**

INFORMATION SYSTEMS
APPLICATIONS CERTIFICATE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
CIS 110	Introduction to Computers	2	2	0	3	4
Spring Semester						
CIS 130	Survey of Operating Systems	2	3	0	3	5
CIS 120	Spreadsheet I	2	2	0	3	4
OST 136	Word Processing	1	2	0	2	3
					8	12
Summer Semester						
CIS 152	Database Concepts & Apps.	2	2	0	3	4
TOTAL HOURS:					**14**	**20**

INFORMATION SYSTEMS
PROGRAMMING CERTIFICATE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
CIS 110	Introduction to Computers	2	2	0	3	4
Spring Semester						
CIS 115	Intro. To Prog. and Logic	2	2	0	3	4
CIS 130	Survey of Operating Systems	2	3	0	3	5
					6	9
Fall Semester						
CSC 139	Visual BASIC Programming	2	3	0	3	5
Spring Semester						
CSC 141	Visual C++ Programming	2	3	0	3	5
TOTAL HOURS:					**15**	**23**

INFORMATION SYSTEMS
PROGRAMMING CERTIFICATE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 115	Intro. to Prog. and Logic	2	2	0	3	4
					6	8
Spring Semester						
CIS 130	Survey of Operating Systems	2	3	0	3	5
Fall Semester						
CSC 139	Visual BASIC Programming	2	3	0	3	5
Spring Semester						
CSC 141	Visual C++ Programming	2	3	0	3	5
TOTAL HOURS:					**15**	**23**

See advisor for courses offered every other year.

INFORMATION SYSTEMS
NETWORKING CERTIFICATE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
CIS 110	Introduction to Computers	2	2	0	3	4
Spring Semester						
CIS 115	Intro. To Prog. and Logic	2	2	0	3	4
CIS 130	Survey of Operating Systems	2	3	0	3	5
					6	9
Fall Semester						
NET 110	Data Comm./Networking	2	2	0	3	4
Spring Semester						
CIS 173	Network Theory	2	2	0	3	4
TOTAL HOURS:					**15**	**21**

INFORMATION SYSTEMS
NETWORKING CERTIFICATE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
CIS 110	Introduction to Computers	2	2	0	3	4
Spring Semester						
CIS 130	Survey of Operating Systems	2	3	0	3	5
Fall Semester						
CIS 115	Intro. To Prog. and Logic	2	2	0	3	4
Spring Semester						
NET 110	Data Communication/Networking	2	2	0	3	4
Summer Semester						
CIS 173	Network Theory	2	2	0	3	4
TOTAL HOURS:					**15**	**21**

See advisor for courses offered every other year.

Humanities Electives: ART 111, ART 116, HUM 110, HUM 120, HUM 121, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, HUM 220, MUS 110, MUS 112, MUS 113, PHI 210, PHI 215, PHI 240, REL 110, REL 111, REL 112, REL 211, REL 212, REL 221, SPA 111, SPA 112, SPA 211, SPA 212.

Nursing Assistant (C45480)

Certificate Program

Curriculum Description:

The Nursing Assistant curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Graduates of this curriculum may be eligible to be listed on the registry as a Nursing Assistant I and Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities and doctors' offices.

NURSING ASSISTANT
CERTIFICATE

		Class	Lab	Clin.	Credit	Hrs/Wk
NAS 101	Nursing Assistant I	3	2	3	5	8
NAS 102	Nursing Assistant II	3	2	6	6	11
NAS 103	Home Health Care	2	0	0	2	2
TOTAL HOURS:					**13**	**21**

The Nursing Assistant Certificate is offered both day and evening periodically throughout the year.

Office Systems Technology (A25360)

Associate in Applied Science

Curriculum Description:

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic, computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government and industry. Job classifications range from entry-level to supervisor to middle management.

OFFICE SYSTEMS TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACC 120	Principles of Accounting I	3	2	0	4	5
ACA 111	College Student Success	1	0	0	1	1
OST 131	Keyboarding	1	2	0	2	3
	Select one of the following:					
MAT 115	Mathematical Models	2	2	0	3	4
MAT 140	Survey of Mathematics	3	0	0	3	3
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
	Select one of the following:					
PSY 150	General Psychology	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3
					15-16	18-20
Spring Semester						
ENG 111	Expository Writing	3	0	0	3	3
OST 134	Text Entry & Formatting	3	2	0	4	5
BUS 115	Business Law I	3	0	0	3	3
OST 164	Text Editing Applications	3	0	0	3	3
OST 136	Word Processing	1	2	0	2	3
OST 184	Records Management	1	2	0	2	3
					17	20
Summer Semester						
CIS 152	Database Concepts & Apps	2	2	0	3	4
ACC 140	Payroll Accounting	1	2	0	2	3
OST 223	Machine Transcription I	1	2	0	2	3
					7	10

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
BUS 240	Business Ethics	3	0	0	3	3
BUS 260	Business Communication	3	0	0	3	3
	Humanities Elective	3	0	0	3	3
OST 122	Office Computations	1	2	0	2	3
CIS 120	Spreadsheet I	2	2	0	3	4
CIS 169	Business Presentations	1	2	0	2	3
					16	19
Spring Semester						
OST 137	Office Software Applications	1	2	0	2	3
COM 110	Introduction to Communication	3	0	0	3	3
OST 289	Office Systems Management	2	2	0	3	4
OST 135	Advanced Text Entry & Formatting	3	2	0	4	5
OST 233	Office Publications Design	2	2	0	3	4
					15	19
TOTAL HOURS					**70-71**	**86-88**

See selection list for electives at the end of the semester by semester listing for Office Systems Technology.

OFFICE SYSTEMS TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACC 120	Principles of Accounting I	3	2	0	4	5
OST 131	Keyboarding	1	2	0	2	3
ACA 111	College Student Success	1	0	0	1	1
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					9-10	12-13
Spring Semester						
ENG 111	Expository Writing	3	0	0	3	3
OST 134	Text Entry and Formatting	3	2	0	4	5
OST 136	Word Processing	1	2	0	2	3
					9	11
Summer Semester						
CIS 120	Spreadsheet I	2	2	0	3	4
ACC 140	Payroll Accounting	1	2	0	2	3
					5	7
Fall Semester						
BUS 260	Business Communication	3	0	0	3	3
OST 164	Text Editing Applications	3	0	0	3	3
					6	6

Spring Semester		Class	Lab	Clin.	Credit	Hrs/Wk
BUS 240	Business Ethics	3	0	0	3	3
COM 110	Introduction to Communication	3	0	0	3	3
OST 289	Office Systems Management	2	2	0	3	4
					9	10
Summer Semester						
OST 223	Machine Transcription I	1	2	0	2	3
Fall Semester						
BUS 115	Business Law I	3	0	0	3	3
OST 122	Office Computations	1	2	0	2	3
	Select one of the following:					
MAT 115	Mathematical Models	2	2	0	3	4
MAT 140	Survey of Mathematics	3	0	0	3	3
					8	9-10
Spring Semester						
CIS 169	Business Presentations	1	2	0	2	3
	Select one of the following:					
PSY 150	General Psychology	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3
					5	6
Summer Semester						
CIS 152	Database Concepts & Apps	2	2	0	3	4
Fall Semester						
OST 233	Office Publications Design	2	2	0	3	4
	Humanities Elective	3	0	0	3	3
					6	7
Spring Semester						
OST 137	Office Software Applications	1	2	0	2	3
OST 135	Adv. Text Entry & Formatting	3	2	0	4	5
OST 184	Records Management	1	2	0	2	3
					8	11
TOTAL HOURS:					**70-71**	**86-88**

See selection list for electives at the end of the semester by semester listing for Office Systems Technology.

OFFICE SYSTEMS TECHNOLOGY
DIPLOMA, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACC 120	Principles of Accounting I	3	2	0	4	5
ACA 111	College Student Success	1	0	0	1	1
OST 131	Keyboarding	1	2	0	2	3
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					9-10	12-13
Spring Semester						
ENG 111	Expository Writing	3	0	0	3	3
OST 134	Text Entry & Formatting	3	2	0	4	5
OST 164	Text Editing Applications	3	0	0	3	3
OST 136	Word Processing	1	2	0	2	3
OST 184	Records Management	1	2	0	2	3
					14	17
Summer Semester						
ACC 140	Payroll Accounting	1	2	0	2	3
OST 223	Machine Transcription I	1	2	0	2	3
					4	6
Fall Semester						
OST 122	Office Computations	1	2	0	2	3
CIS 120	Spreadsheet I	2	2	0	3	4
					5	7
Spring Semester						
BUS 240	Business Ethics	3	0	0	3	3
COM 110	Introduction to Communication	3	0	0	3	3
OST 289	Office Systems Management	2	2	0	3	4
					9	10
TOTAL HOURS					**41-42**	**52-53**

OFFICE SYSTEMS TECHNOLOGY
DIPLOMA, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACC 120	Principles of Accounting I	3	2	0	4	5
OST 131	Keyboarding	1	2	0	2	3
ACA 111	College Student Success	1	0	0	1	1
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					9-10	12-13
Spring Semester						
ENG 111	Expository Writing	3	0	0	3	3
OST 134	Text Entry and Formatting	3	2	0	4	5
OST 136	Word Processing	1	2	0	2	3
					9	11
Summer Semester						
CIS 120	Spreadsheet I	2	2	0	3	4
ACC 140	Payroll Accounting	1	2	0	2	3
					5	7
Fall Semester						
COM 110	Introduction to Communication	3	0	0	3	3
OST 122	Office Computations	1	2	0	2	3
OST 164	Text Editing Applications	3	0	0	3	3
					8	9
Spring Semester						
BUS 240	Business Ethics	3	0	0	3	3
OST 184	Records Management	1	2	0	2	3
OST 289	Office Systems Management	2	2	0	3	4
					8	10
Summer Semester						
OST 223	Machine Transcription I	1	2	0	2	3
TOTAL HOURS:					**41-42**	**52-53**

See advisor for courses offered every other year.

OFFICE SYSTEMS TECHNOLOGY
CERTIFICATE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
OST 122	Office Computations	1	2	0	2	3
OST 131	Keyboarding	1	2	0	2	3
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					6-7	9-10
Spring Semester						
OST 134	Text Entry & Formatting	3	2	0	4	5
OST 164	Text Editing Applications	3	0	0	3	3
					7	8
TOTAL HOURS					**13-14**	**17-18**

OFFICE SYSTEMS TECHNOLOGY
CERTIFICATE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
OST 122	Office Computations	1	2	0	2	3
OST 131	Keyboarding	1	2	0	2	3
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					6-7	9-10
Spring Semester						
OST 134	Text Entry and Formatting	3	2	0	4	5
OST 164	Text Editing Applications	3	0	0	3	3
					7	8
TOTAL HOURS					**13-14**	**17-18**

Humanities Electives: ART 111, ART 116, HUM 110, HUM 120, HUM 121, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, HUM 220, MUS 110, MUS 112, MUS 113, PHI 210, PHI 215, PHI 240, REL 110, REL 111, REL 112, REL 211, REL 212, REL 221, SPA 111, SPA 112, SPA 211, SPA 212.

Office Systems Technology - Medical Concentration (A2536B)

Associate in Applied Science

Curriculum Description:

Medical is a concentration under the curriculum title of Office Systems Technology. This curriculum prepares individuals for entry-level positions in medical and allied health facilities. Jobs include transcription, secretary, hospital unit secretary, records clerk, insurance form preparer, patient accounting clerk and clinical technician.

Course work includes processing, compiling, recording, and maintaining medical records, utilizing office equipment and software, medical law and ethics, billing and coding, and transcribing medical documents.

Employment opportunities include the offices of allied health facilities, HMOs, insurance claim processors, laboratories and manufacturers and suppliers of medical and hospital equipment.

OFFICE SYSTEMS TECHNOLOGY
MEDICAL OFFICE SYSTEMS TECHNOLOGY CONCENTRATION
ASSOCIATE IN APPLIED SCIENCE, DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACC 120	Principles of Accounting I	3	2	0	4	5
ACA 111	College Student Success	1	0	0	1	1
OST 131	Keyboarding	1	2	0	2	3
OST 122	Office Computations	1	2	0	2	3
	Humanities Elective	3	0	0	3	3
	Select one of the following:					
CIS 110	Introduction to Computers	2	2	0	3	4
CIS 111	Basic PC Literacy	1	2	0	2	3
					14- 15	18-19
Spring Semester						
OST 136	Word Processing	1	2	0	2	3
OST 134	Text Entry & Formatting	3	2	0	4	5
BIO 163	Basic Anatomy & Physiology	4	2	0	5	6
ENG 111	Expository Writing	3	0	0	3	3
	Select one of the following:					
PSY 150	General Psychology	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3
					17	20

Summer Semester		Class	Lab	Clin.	Credit	Hrs/Wk
COM 110	Introduction to Communication	3	0	0	3	3
ACC 140	Payroll Accounting	1	2	0	2	3
OST 149	Medical Legal Issues	2	0	0	2	2
					7	8
Fall Semester						
OST 148	Med. Coding, Billing, & Ins.	3	0	0	3	3
OST 141	Medical Terminology I	3	0	0	3	3
BUS 240	Business Ethics	3	0	0	3	3
BUS 260	Business Communication	3	0	0	3	3
OST 164	Text Editing Applications	3	0	0	3	3
CIS 120	Spreadsheet I	2	2	0	3	4
					18	19
Spring Semester						
OST 142	Medical Terminology II	3	0	0	3	3
OST 243	Medical Office Simulation	2	2	0	3	4
OST 289	Office Systems Management	2	2	0	3	4
OST 184	Records Management	1	2	0	2	3
CIS 169	Business Presentations	1	2	0	2	3
OST 241	Medical Office Transcription I	1	2	0	2	3
					15	20
TOTAL HOURS					**71-72**	**85-86**

Humanities Electives: ART 111, ART 116, HUM 110, HUM 120, HUM 121, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, HUM 220, MUS 110, MUS 112, MUS 113, PHI 210, PHI 215, PHI 240, REL 110, REL 111, REL 112, REL 211, REL 212, REL 221, SPA 111, SPA 112, SPA 211, SPA 212.

Truck Driving Training (C60300)

Certificate Program

This program is offered through a collaborative agreement with Caldwell Community College and Technical Institute, Hudson, North Carolina

Curriculum Description:

The Truck Driving Training curriculum prepares individuals to drive tractor trailer rigs. This program teaches proper driving procedures, safe driver responsibility, commercial motor vehicle laws and regulations, and the basic principles and practices for operating commercial vehicles. The course work includes motor vehicle laws and regulations, map reading, vehicle maintenance, safety procedures, daily logs, defensive driving, freight handling, security and fire protection. Highway driving training excercises, and classroom lectures are used to develop the student's knowledge and skills. Graduates of the curriculum are qualified to take the Commercial Driver's License exam and are employable by commercial trucking firms. They may also become owner-operators and work as private contract haulers.

		Class	Lab	Clin.	Credit	Hrs/Wk
TRP 100	Truck Driver Training	6	18	0	12	24

(Refer to Caldwell Community College and Technical Institute catalog for course description.)

Note: Graduates from this program must have a reading score of 65 or better on the Computerized Placement Test or must have successfully completed RED 080 - Introduction to College Reading.

For more information, contact MCC Student Services.

Welding Technology (D50420)

Diploma Program

Curriculum Description:

The Welding Technology curriculum provides students with a sound understanding of the science, technology and application essential for successful employment in the welding and metals industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision and welding-related self-employment.

WELDING
DIPLOMA, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
WLD 112	Basic Welding Processes	1	3	0	2	4
WLD 115	SMAW (Stick) Plate	2	9	0	5	11
					7	15
Spring Semester						
WLD 110	Cutting Processes	1	3	0	2	4
WLD 116A	SMAW (Stick) Plate/Pipe A	1	3	0	2	4
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4	8
					8	16
Summer Semester						
WLD 116B	SMAW (Stick) Plate/Pipe B	0	6	0	2	6
ENG 101	Applied Communications I	3	0	0	3	3
					5	9
Fall Semester						
WLD 131	GTAW (TIG) Plate	2	6	0	4	8
WLD 122	GMAW (MIG) Plate/Pipe	1	6	0	3	7
					7	15
Spring Semester						
WLD 151	Fabrication I	2	6	0	4	8
WLD 143	Welding Metallurgy	1	2	0	2	3
MAT 101	Applied Mathematics I	2	2	0	3	4
					9	15

Summer Semester		Class	Lab	Clin.	Credit	Hrs/Wk
WLD 141	Symbols & Specifications	2	2	0	3	4
WLD 261	Certification Practices	1	3	0	2	4
					5	8
TOTAL HOURS:					**41**	**78**

WELDING
LEVEL I CERTIFICATE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
WLD 112	Basic Welding Processes	1	3	0	2	4
WLD 115	SMAW (Stick) Plate	2	9	0	5	11
					7	15
Spring Semester						
WLD 110	Cutting Processes	1	3	0	2	4
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4	8
					6	12
TOTAL HOURS:					**13**	**27**

WELDING
LEVEL II CERTIFICATE, EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
WLD 122	GMAW (MIG) Plate/Pipe	1	6	0	3	7
WLD 131	GTAW (TIG) Plate	2	6	0	4	8
					7	15
Spring Semester						
WLD 116A	SMAW (Stick) Plate/Pipe A	1	3	0	2	4
Summer Semester						
WLD 141	Symbols & Specifications	2	2	0	3	4
WLD 116B	SMAW (Stick) Plate/Pipe B	0	6	0	2	6
					5	10
TOTAL HOURS:					**14**	**29**

Transfer Programs

Transfer programs are designed for Mayland's students 1) who plan to transfer to four-year institutions to continue their formal education for baccalaureate degrees or 2) for Mayland's students who wish to earn associates degrees in curriculum majors not awarded at Mayland Community College, but through articulation agreements will other two-year colleges they can complete a significant number of credit hours at Mayland. Students interested in any transfer program listed in this section should discuss transferring to the other institutions with representatives of those institutions early in their studies at Mayland Community College. Furthermore, transfer students will work with their academic advisor at Mayland to plan their programs of study to meet the requirements of the colleges to which they plan to transfer. Entrance requirements for transfer students vary among two-year and senior institutions. The transfer of credits is a privilege granted by the institutions to which the students plan to transfer and all applicants and requests for transfer credits are evaluated individually. All students must complete courses at Mayland Community College with grades acceptable to the institutions to which they plan to transfer.

Transfer Programs are:

- Associate in Arts
- Associate in Arts Pre-Business Administration
- Associate in Arts Pre-Criminal Justice
- Associate in General Education-
  Business Administration Concentration:
  Marketing and Retailing
- Associate in General Education-
  Business Administration Concentration:
  Operations Management
- Associate in General Education-
  Forest Management Technology
- Associate in Science

Associate in Arts (A10100)

Curriculum Description:

The College Transfer Program is designed for the students who plan to transfer to a four year institution to continue their formal education for a Baccalaureate Degree. The program of study includes a general education core of 44 semester hours credit distributed as follows:

English Composition (6)
Humanities/Fine Arts (12)
Social/Behavioral Sciences (12)
Natural Sciences/Mathematics (14)

Students who complete this core may be eligible to transfer to any of the state public four year institutions and satisfy the general education requirements there. Students who complete the additional required hours (20-21) for the degree may be eligible to transfer and enter with junior class standing.

Students who are planning to transfer to a private college or out-of-state institution should consult with that institution for academic course selection guidance.

The students' faculty advisor should be consulted for a listing of the courses that will satisfy the degree requirements for transfer purposes.

ASSOCIATE IN ARTS - COLLEGE TRANSFER
DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ENG 111	Expository Writing	3	0	0	3	3
COM 110	Introduction to Communication	3	0	0	3	3
CIS 110	Introduction to Computers	2	2	0	3	4
ACA 111	College Student Success	1	0	0	1	1
	Humanities/Fine Arts Elective	3	0	0	3	3
	Social/Behavioral Sc. Elective	3	0	0	3	3
					16	17
Spring Semester						
ENG 113	Literary Based Research	3	0	0	3	3
	Humanities/Fine Arts Elective	3	0	0	3	3
	Social/Behavioral Sc. Elective	3	0	0	3	3
	Other Required Hours Elective	8	0	0	8	8
					17	17

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
MAT 161	College Algebra	3	0	0	3	3
	Natural Science Elective	3	2-3	0	4	5-6
	Humanities/Fine Arts Elective	3	0	0	3	3
	Social/Behavioral Sc. Elective	3	0	0	3	3
	Other Req. Hours Elec.(3 hrs.)	0-3	0-3	0	3	1-3
					16	15-18
Spring Semester						
	Natural Science Elective	3	2-3	0	4	5-6
	Math Elective	3	0	0	3	3
	Humanities/Fine Arts Elective	3	0	0	3	3
	Social/Behavioral Sc. Elective	3	0	0	3	3
	Other Req. Hours Elec.(3 hrs.)	0-3	0-3	0	3	—
					16	
TOTAL HOURS:					**65**	

See selection list for electives at the end of the semester by semester listing for the Associate in Arts program.

ASSOCIATE IN ARTS - COLLEGE TRANSFER EVENING PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ENG 111	Expository Writing	3	0	0	3	3
COM 110	Introduction to Communication	3	0	0	3	3
CIS 110	Introduction to Computers	2	2	0	3	4
ACA 111	College Student Success	1	0	0	1	1
	Social/Behavioral Sc. Elective	3	0	0	3	3
					13	14
Spring Semester						
ENG 113	Literary Based Research	3	0	0	3	3
	Other Required Hours Elective	3	0	0	3	3
	Humanities/Fine Arts Elective	3	0	0	3	3
	Social/Behavioral Sc. Elective	3	0	0	3	3
					12	12
Fall Semester						
BIO 111	General Biology I	3	3	0	4	6
	Humanities/Fine Arts Elective	3	0	0	3	3
	Social/Behavioral Sc. Elective	3	0	0	3	3
					10	12
Spring Semester						
BIO 112	General Biology II	3	3	0	4	6
	Humanities/Fine Arts Elective	3	0	0	3	3
	Other Req. Hours Elective	3	0	0	3	—
					10	

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
MAT 161	College Algebra	3	0	0	3	3
	Humanities/Fine Arts Elective	3	0	0	3	3
	Other Req. Hours Elective	6	0	0	6	6
					12	12
Spring Semester						
	Math Elective	3	0	0	3	3
	Social/Behavioral Sc. Elective	3	0	0	3	3
	Other Req. Hours Elective	2	0-3	0	2	=
					8	

TOTAL HOURS: **65**

Humanities/Fine Arts Elective (12 SHC) Select **four** courses from at least **three** of the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, philosophy, and religion. **At least one course must be a literature course.** ART 111, ART 116, ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 122, HUM 130, HUM 220, MUS 110, MUS 113, PHI 210, PHI 240, REL 110, REL 211, REL 212, REL 221, SPA 111, SPA 112.

Social/Behaviorial Science Elective (12 SHC) Select **four** courses from at least **three** of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. **At least one course must be a history course.** ECO 151, ECO 251, ECO 252, HIS 121, HIS 122, HIS 131, HIS 132, POL 110, POL 120, PSY 150, PSY 241, SOC 210, SOC 220.

Natural Science/Math Elective (14 SHC)
Natural Science (8 SHC) Select two courses, including accompanying laboratory work, from among the biological and physical science disciplines: BIO 111, BIO 112, PHY 151, PHY 152. Mathematics (3 SHC) MAT 162, MAT 151 or MAT 165

Other Required Electives
Select 14 semester credit hours from core classes not selected above or any of the following:
Humanities/Fine Arts: ART 117, ART 121, ART 131, ART 240, ART 261, DAN 110, DRA 111, DRA 122, DRA 126, ENG 125, ENG 126, ENG 233, ENG 243, ENG 251, ENG 252, ENG 261, ENG 262, ENG 272, ENG 273, ENG 274, HUM 120, HUM 121, HUM 150, HUM 160, HUM 211, HUM 212, MUS 112, PHI 215, REL 111, REL 112, SPA 141, SPA 211, SPA 212
Physical Education/Health: HEA 110, HEA 112, PED 110, PED 111, PED 113, PED 119, PED 120, PED 122, PED 125, PED 126, PED 128, PED 129, PED 130, PED 131, PED 142, PED 143, PED 145, PED 147, PED 148, PED 150, PED 152, PED 153, PED 170, PED 171, PED 177, PED 181, PED 182, PED 183, PED 184, PED 185, PED 189
Speech/Communications: COM 120, COM 130, COM 231, ENG 112, ENG 114
Social/Behavioral Science: ANT 221, GEO 112, HIS 111, HIS 112, HIS 115, HIS 162, HIS 221, POL 210, PSY 237, PSY 239, PSY 281, SOC 213, SOC 225, SOC 230
Natural Sciences/Mathematics: AST 111, AST 111A, BIO 110, BIO 120, BIO 140, BIO 140A, BIO 165, BIO 166, BIO 175, BIO 275, CHM 151, CHM 152, CIS 115, GEL 111, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, PHY 251, PHY 252

Associate in Arts - Pre-Business Administration (A1010B)

Curriculum Description:

The College Transfer Program is designed for the students who plan to transfer to a four year institution to continue their formal education for a Baccalaureate Degree. The program of study includes a general education core of 44 semester hours credit distributed as follows:

English Composition (6)
Humanities/Fine Arts (12)
Social/Behavioral Sciences (12)
Natural Sciences/Mathematics (14)

Students who complete this core may be eligible to transfer to any of the state public four year institutions and satisfy the general education requirements there. Students who complete the additional required hours (20-21) for the degree may be eligible to transfer and enter with junior class standing.

Students who are planning to transfer to a private college or out-of-state institution should consult with that institution for academic course selection guidance.

The students' faculty advisor should be consulted for a listing of the courses that will satisfy the degree requirements for transfer purposes.

ASSOCIATE IN ARTS - PRE-BUSINESS ADMINISTRATION
DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACA 111	College Student Success	1	0	0	1	1
ACC 120	Principles of Accounting I	3	2	0	4	5
COM 110	Introduction to Communication	3	0	0	3	3
CIS 110	Introduction to Computers	2	2	0	3	4
ENG 111	Expository Writing	3	0	0	3	3
	Select one of the following:					
MAT 161	College Algebra	3	0	0	3	3
MAT 171	Precalculus Algebra	3	0	0	3	3
					17	19

Spring Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACC 121	Principles of Accounting II	3	2	0	4	5
MAT 263	Brief Calculus	3	0	0	3	3
	Humanities/Fine Arts Elective	3	0	0	3	3
	Social/Behavioral Science Elec.	3	0	0	3	3
	Select one of the following:					
ENG 113	Literacy Based Research	3	0	0	3	3
ENG 114	Professional Res. And Reporting	3	0	0	3	3
					16	17
Summer Semester						
BUS 228	Business Statistics	2	2	0	3	4
Fall Semester						
ECO 251	Principles of Microeconomics I	3	0	0	3	3
	Humanities/Fine Arts Elective	3	0	0	3	3
	Social/Behavioral Sc. Elective	6	0	0	6	6
	Select one of the following:					
BIO 111	General Biology	3	3	0	4	6
PHY 151	College Physics I	3	2	0	4	5
					16	18
Spring Semester						
ECO 252	Principles of Macroeconomics	3	0	0	3	3
	Humanities/Fine Arts Elective	3	0	0	3	3
	Social/Behavioral Sc. Elective	3	0	0	3	3
	Select one of the following:					
BIO 112	General Biology II	3	3	0	4	6
PHY 152	College Physics II	3	2	0	4	5
					13	14-15
TOTAL HOURS:					**65**	**72-73**

*MAT 151 may be substituted for BUS 228.

NOTE: Social/Behavioral Sciences
One history course is required. The following are recommended:

POL 120 American Government
PSY 150 General Psychology
SOC 210 Introduction to Sociology

Evening Program: See advisor for assistance.

Humanities/Fine Arts Elective (12 SHC) Select **four** courses from at least **three** of the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, philosophy, and religion. **At least one course must be a literature course.** ART 111, ART 116, ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 122, HUM 130, HUM 220, MUS 110, MUS 113, PHI 210, PHI 240, REL 110, REL 211, REL 212, REL 221, SPA 111, SPA 112.

Social/Behaviorial Science Elective (12 SHC) Select **four** courses from at least **three** of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. **At least one course must be a history course.** ECO 151, ECO 251, ECO 252, HIS 121, HIS 122, HIS 131, HIS 132, POL 110, POL 120, PSY 150, PSY 241, SOC 210, SOC 220.

Natural Science/Math Elective (14 SHC)

Natural Science (8 SHC) Select two courses, including accompanying laboratory work, from among the biological and physical science disciplines: BIO 111, BIO 112, PHY 151, PHY 152. Mathematics (3 SHC) MAT 162, MAT 151 or MAT 165

Other Required Electives

Select 14 semester credit hours from core classes not selected above or any of the following:

Humanities/Fine Arts: ART 117, ART 121, ART 131, ART 240, ART 261, DAN 110, DRA 111, DRA 122, DRA 126, ENG 125, ENG 126, ENG 233, ENG 243, ENG 251, ENG 252, ENG 261, ENG 262, ENG 272, ENG 273, ENG 274, HUM 120, HUM 121, HUM 150, HUM 160, HUM 211, HUM 212, MUS 112, PHI 215, REL 111, REL 112, SPA 141, SPA 211, SPA 212

Physical Education/Health: HEA 110, HEA 112, PED 110, PED 111, PED 113, PED 119, PED 120, PED 122, PED 125, PED 126, PED 128, PED 129, PED 130, PED 131, PED 142, PED 143, PED 145, PED 147, PED 148, PED 150, PED 152, PED 153, PED 170, PED 171, PED 177, PED 181, PED 182, PED 183, PED 184, PED 185, PED 189

Speech/Communications: COM 120, COM 130, COM 231, ENG 112, ENG 114

Social/Behavioral Science: ANT 221, GEO 112, HIS 111, HIS 112, HIS 115, HIS 162, HIS 221, POL 210, PSY 237, PSY 239, PSY 281, SOC 213, SOC 225, SOC 230

Natural Sciences/Mathematics: AST 111, AST 111A, BIO 110, BIO 120, BIO 140, BIO 140A, BIO 165, BIO 166, BIO 175, BIO 275, CHM 151, CHM 152, CIS 115, GEL 111, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, PHY 251, PHY 252

Associate in Arts - Pre-Criminal Justice (A1010D)

Curriculum Description:

The College Transfer Program is designed for the students who plan to transfer to a four year institution to continue their formal education for a Baccalaureate Degree. The program of study includes a general education core of 44 semester hours credit distributed as follows:

English Composition (6)
Humanities/Fine Arts (12)
Social/Behavioral Sciences (12)
Natural Sciences/Mathematics (14)

Students who complete this core may be eligible to transfer to any of the state public four year institutions and satisfy the general education requirements there. Students who complete the additional required hours (20-21) for the degree may be eligible to transfer and enter with junior class standing.

Students who are planning to transfer to a private college or out-of-state institution should consult with that institution for academic course selection guidance.

The students' faculty advisor should be consulted for a listing of the courses that will satisfy the degree requirements for transfer purposes.

ASSOCIATE IN ARTS PRE-CRIMINAL JUSTICE
DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ACA 111	College Student Success	1	0	0	1	1
CJC 111	Introduction to Criminal Justice	3	0	0	3	3
CIS 110	Introduction to Computers	2	2	0	3	4
ENG 111	Expository Writing	3	0	0	3	3
PSY 150	General Psychology	3	0	0	3	3
	Humanities/Fine Arts Elective	3	0	0	3	3
					16	17
Spring Semester						
CJC 141	Corrections	3	0	0	3	3
MAT 151	Statistics I	3	0	0	3	3
	Humanities/Fine Arts Elective	3	0	0	3	3
	Other Related Elective	2	0	0	2	2
ENG 114	Professional Res. And Reporting	3	0	0	3	3
SOC 210	Intro. To Sociology	3	0	0	3	3
					17	17

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
CJC 121	Law Enforcement Operations	3	0	0	3	3
BIO 111	General Biology I	3	3	0	4	6
MAT 161	College Algebra	3	0	0	3	3
POL 120	American Government	3	0	0	3	3
	Humanities/Fine Arts Elective	3	0	0	3	3
					16	18
Spring Semester						
BIO 112	General Biology II	3	3	0	4	6
	Social/Behavioral Science Elec.	3	0	0	3	3
	Other Related Electives	6	0	0	6	6
	Humanities/Fine Arts Elective	3	0	0	3	3
					16	18
TOTAL HOURS:					**65**	**70**

Evening Program: See advisor for assistance.

Humanities/Fine Arts Elective (12 SHC) Select **four** courses from at least **three** of the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, philosophy, and religion. **At least one course must be a literature course.** ART 111, ART 116, ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 122, HUM 130, HUM 220, MUS 110, MUS 113, PHI 210, PHI 240, REL 110, REL 211, REL 212, REL 221, SPA 111, SPA 112.

Social/Behaviorial Science Elective (12 SHC) Select **four** courses from at least **three** of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. **At least one course must be a history course.** ECO 151, ECO 251, ECO 252, HIS 121, HIS 122, HIS 131, HIS 132, POL 110, POL 120, PSY 150, PSY 241, SOC 210, SOC 220.

Natural Science/Math Elective (14 SHC)
Natural Science (8 SHC) Select two courses, including accompanying laboratory work, from among the biological and physical science disciplines: BIO 111, BIO 112, PHY 151, PHY 152. Mathematics (3 SHC) MAT 162, MAT 151 or MAT 165

Other Required Electives
Select 14 semester credit hours from core classes not selected above or any of the following:
Humanities/Fine Arts: ART 117, ART 121, ART 131, ART 240, ART 261, DAN 110, DRA 111, DRA 122, DRA 126, ENG 125, ENG 126, ENG 233, ENG 243, ENG 251, ENG 252, ENG 261, ENG 262, ENG 272, ENG 273, ENG 274, HUM 120, HUM 121, HUM 150, HUM 160, HUM 211, HUM 212, MUS 112, PHI 215, REL 111, REL 112, SPA 141, SPA 211, SPA 212
Physical Education/Health: HEA 110, HEA 112, PED 110, PED 111, PED 113, PED 119, PED 120, PED 122, PED 125, PED 126, PED 128, PED 129, PED 130, PED 131, PED 142, PED 143, PED 145, PED 147, PED 148, PED 150, PED 152, PED 153, PED 170, PED 171, PED 177, PED 181, PED 182, PED 183, PED 184, PED 185, PED 189
Speech/Communications: COM 120, COM 130, COM 231, ENG 112, ENG 114
Social/Behavioral Science: ANT 221, GEO 112, HIS 111, HIS 112, HIS 115, HIS 162, HIS 221, POL 210, PSY 237, PSY 239, PSY 281, SOC 213, SOC 225, SOC 230
Natural Sciences/Mathematics: AST 111, AST 111A, BIO 110, BIO 120, BIO 140, BIO 140A, BIO 165, BIO 166, BIO 175, BIO 275, CHM 151, CHM 152, CIS 115, GEL 111, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, PHY 251, PHY 252

Associate in General Education - Business Administration Concentration: Marketing and Retailing (A10300M)

Articulation Agreement with Asheville-Buncombe Technical Community College, Asheville North Carolina

Curriculum Description:

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

ASSOCIATE IN GENERAL EDUCATION - BUSINESS ADMINIATRATION CONCENTRATION: MARKETING AND RETAILING DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
(To be completed at MCC)						
ACC 120	Principles of Accounting I	3	2	0	4	5
BUS 240	Business Ethics	3	0	0	3	3
CIS 110	Introduction to Computers	2	2	0	3	4
ENG 111	Expository Writing	3	0	0	3	3
MKT 120	Principles of Marketing	3	0	0	3	3
					16	18
Spring Semester						
(To be completed at MCC)						
*ACC 121	Principles of Accounting II	3	2	0	4	5
BUS 137	Principles of Management	3	0	0	3	3
ENG 114	Professional Research & Report.	3	0	0	3	3
MAT 161	College Algebra	3	0	0	3	3
OST 136	Word Processing	1	2	0	2	3
					15	17

Summer Semester		Class	Lab	Clin.	Credit	Hrs/Wk
(To be completed at AB-Tech)						
BUS 115	Business Law I	3	0	0	3	3
ECO 251	Principles of Microeconomics	3	0	0	3	3
MKT 122	Visual Merchandising	3	0	0	3	3
MKT 221	Consumer Behavior	3	0	0	3	3
					12	12

Fall Semester						
(To be completed at AB-Tech)						
BUS 110	Introduction to Business	3	0	0	3	3
BUS 135	Principles of Supervision	3	0	0	3	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3
MKT 121	Retailing	3	0	0	3	3
MKT 123	Fundamentals of Selling	3	0	0	3	3
MKT 224	International Marketing	3	0	0	3	3
					18	18

Spring Semester						
(To be completed at AB-Tech)						
COM 231	Public Speaking	3	0	0	3	3
MKT 220	Advertising and Sales Promotion	3	0	0	3	3
MKT 225	Marketing Research	3	0	0	3	3
MKT 227	Marketing Applications	3	0	0	3	3
	Humanities Elective	3	0	0	3	3
					15	15

TOTAL HOURS:					**76**	**80**

***ACC 121 will count as one of the related elective courses at AB-Tech.**
****Refer to AB-Tech catalog for list of related electives, humanities and course descriptions.**

Associate in General Education - Business Administration Concentration: Operations Management (A10300O)

Articulation Agreement with Asheville-Buncombe Technical Community College, Asheville, North Carolina

Curriculum Description:

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

ASSOCIATE IN GENERAL EDUCATION - BUSINESS ADMINIATRATION CONCENTRATION: OPERATIONS MANAGEMENT DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
(To be completed at MCC)						
ACC 120	Principles of Accounting I	3	2	0	4	5
BUS 115	Business Law I	3	0	0	3	3
CIS 110	Introduction to Computers	2	2	0	3	4
ENG 111	Expository Writing	3	0	0	3	3
OST 136	Word Processing	1	2	0	2	3
					15	18
Spring Semester						
(To be completed at MCC)						
*ACC 121	Principles of Accounting II	3	2	0	4	5
BUS 137	Principles of Management	3	0	0	3	3
ENG 114	Professional Research & Report.	3	0	0	3	3
MAT 161	College Algebra	3	0	0	3	3
MKT 120	Principles of Marketing	3	0	0	3	3
					16	17

Summer Semester		Class	Lab	Clin.	Credit	Hrs/Wk
(To be completed at AB-Tech)						
COM 231	Public Speaking	3	0	0	3	3
ISC 121	Environmental Health & Safety	3	0	0	3	3
ISC 131	Quality Management	3	0	0	3	3
	Related Elective	6	0	0	6	6
					15	15
Fall Semester						
(To be completed at AB-Tech)						
ECO 251	Principles of Microeconomics	3	0	0	3	3
ISC 210	Operations & Prod. Planning	3	0	0	3	3
ISC 221	Statistical Quality Control	3	0	0	3	3
	Related Electives	6	0	0	6	6
					15	15
Spring Semester						
(To be completed at AB-Tech)						
ECO 252	Principles of Macroeconomics	3	0	0	3	3
ISC 225	Facility Layout	3	2	0	4	5
OMT 112	Materials Management	3	0	0	3	3
OMT 260	Issues in Operations Mgt.	3	0	0	3	3
	Humanities Electives	3	0	0	3	3
					16	17
TOTAL HOURS:					**76**	**82**

***ACC 121 will count as one of the related elective courses at AB-Tech.**
****Refer to AB-Tech catalog for list of related electives, humanities and course descriptions.**

Associate in General Education - Forest Management Technology (A10300F)

Articulation Agreement with Haywood Community College, Clyde, North Carolina

Curriculum Description:

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

ASSOCIATE IN GENERAL EDUCATION - FOREST MANAGEMENT TECHNOLOGY DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
(To be completed at MCC)						
CIS 111	Basic PC Literacy	1	2	0	2	3
ENG 111	Expository Writing	3	0	0	3	3
	Humanities/Fine Arts Elective	3	0	0	3	3
BIO 111	General Biology I	3	3	0	4	6
	Select one of the following:					
MAT 115	Mathematical Models	2	2	0	3	4
MAT 140	Survey of Mathematics	3	0	0	3	3
					15	18-19

Spring Semester						
(To be completed at MCC)						
*FOR 121	Dendrology	2	6	0	4	8
MAT 161	College Algebra	3	0	0	3	3
BIO 120	Introductory Botany	3	3	0	4	6
	Social/Behavioral Science Elec.	3	0	0	3	3
	Select one of the following:					
ENG 114	Professional Research/Report.	3	0	0	3	3
COM 110	Introduction to Communication	3	0	0	3	3
					17	23

Summer Semester		Class	Lab	Clin.	Credit	Hrs/Wk
(To be completed at Haywood)						
FOR 173	Soils & Hydrology	2	3	0	3	5
FOR 232	Forest Mensuration	2	6	0	4	8
FOR 234	Forest Surveying	2	6	0	4	8
					11	21
Fall Semester						
(To be completed at Haywood)						
FOR 215	Introduction to GIS/GPS	1	4	0	3	5
FOR 225	Silvics & Silviculture	3	3	0	4	6
FOR 240	Forest Protection	2	3	0	3	5
FOR 171	Intro. To Forest Resources	3	0	0	3	3
FOR 296	Environmental Chemicals	0	3	0	1	3
					14	22
Spring Semester						
(To be completed at Haywood)						
FOR 211	Aerial Photo Interpretation	2	3	0	3	5
FOR 271	Forest Managment	2	3	0	3	5
FOR 282	Forest Recreation	2	3	0	3	5
WPP 220	Forest Production Marketing	1	3	0	2	4
FOR 131	Forest Measurements	2	3	0	3	5
FWL 142	Wildlife Management	2	3	0	3	5
WPP 230	Forest Equip. Operations	1	3	0	2	4
					19	33
TOTAL HOURS:					**76**	**117-118**

***FOR 121 Dendrology is a telecourse that must be taken through Haywood Community College.**

****Refer to Haywood catalog for list of related electives, humanities and course descriptions.**

Pending State Approval

Associate in Science (A10400)

Curriculum Description:

The College Transfer Program is designed for the students who plan to transfer to a four year institution to continue their formal education for a Baccalaureate Degree. The program of study includes a general education core of 44 semester hours credit distributed as follows:

English Composition (6)
Humanities/Fine Arts (12)
Social/Behavioral Sciences (12)
Natural Sciences/Mathematics (14)

Students who complete this core may be eligible to transfer to any of the state public four year institutions and satisfy the general education requirements there. Students who complete the additional required hours (20-21) for the degree may be eligible to transfer and enter with junior class standing.

Students who are planning to transfer to a private college or out-of-state institution should consult with that institution for academic course selection guidance.

The students' faculty advisor should be consulted for a listing of the courses that will satisfy the degree requirements for transfer purposes.

ASSOCIATE IN SCIENCE
DAY PROGRAM

Fall Semester		Class	Lab	Clin.	Credit	Hrs/Wk
ENG 111	Expository Writing	3	0	0	3	3
COM 110	Introduction to Communications	3	0	0	3	3
CIS 110	Introduction to Computers	2	2	0	3	4
ACA 111	College Student Success	1	0	0	1	1
	Social/Behavioral Sc. Elective	3	0	0	3	3
	Select one of the following:					
MAT 171	Precalculus Algebra	3	0	0	3	3
MAT 175	Precalculus	4	0	0	4	4
					16-17	17-18
Spring Semester						
ENG 113	Literature-Based Research	3	0	0	3	3
	Humanities/Fine Arts Electives	6	0	0	6	6
	Social/Behavioral Sc. Elective	3	0	0	3	3
	Select one of the following:					
MAT 172	Precalculus Trigonometry	3	0	0	3	3
MAT 271	Calculus I	3	2	0	4	5
					15-16	15-17

Fall Semester	Class	Lab	Clin.	Credit	Hrs/Wk
Natural Science Elective	3	2-3	0	4	5-6
Humanities/Fine Arts Elective	3	0	0	3	3
Social/Behavioral Sc. Elective	3	0	0	3	3
Electives	5-6	0	0	7-8	7-8
				17-18	17-18
Spring Semester					
Natural Science Elective	3	2-3	0	4	5-6
Humanities/Fine Arts Elective	3	0	0	3	3
Social/Behavioral Sc. Elective	3	0	0	3	3
Electives	5-6	5-6	0	7-8	10-12
				17-18	21-24
TOTAL HOURS:				**65**	**70-76**

Evening Program: See advisor for assistance.

Humanities/Fine Arts Elective (12 SHC) Select **four** courses from at least **three** of the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, philosophy, and religion. **At least one course must be a literature course.** ART 111, ART 116, ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 122, HUM 130, HUM 220, MUS 110, MUS 113, PHI 210, PHI 240, REL 110, REL 211, REL 212, REL 221, SPA 111, SPA 112.

Social/Behaviorial Science Elective (12 SHC) Select **four** courses from at least **three** of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. **At least one course must be a history course.** ECO 151, ECO 251, ECO 252, HIS 121, HIS 122, HIS 131, HIS 132, POL 110, POL 120, PSY 150, PSY 241, SOC 210, SOC 220.

Natural Science/Math Elective (14 SHC)
Natural Science (8 SHC) Select **two** courses, including accompanying laboratory work, from among the biological and physical science disciplines: BIO 111, BIO 112, PHY 151, PHY 152.
Mathematics (6 SHC) MAT 171 or MAT 175, MAT 172 or MAT 271

Other Required Electives
Select **one** of the following: CIS 120, CIS 152, CIS 169, or OST 136
Select **one** of the following: PED 111, PED 113, PED 119, PED 120, PED 122, PED 125, PED 126, PED 130, PED 131, PED 142, PED 145, PED 147, PED 148, PED 150, PED 171, PED 181, PED 182
Select **8 SHC** not selected earlier from sections above or any of the following: ENG 233, ENG 243, ENG 251, ENG 252, ENG 261, ENG 262, HUM 120, HUM 121, HUM 150, HUM 160, HUM 211, HUM 212, MUS 112, PHI 215, REL 111, REL 112, SPA 141, SPA 211, SPA 212, COM 120, ENG 112, ENG 114, COM 231, ANT 221, GEO 112, HIS 111, HIS 112, PSY 237, PSY 239,. PSY 281, SOC 213, SOC 225, AST 111, AST 111A, BIO 140, BIO 140A, CHM 151, CHM 152, GEL 111, MAT 165, MAT 171, MAT 172, MAT 271, MAT 272, PHY 251, PHY 252

COURSE DESCRIPTIONS

		Class	Lab	Clin.	Credit
ACA 111	**College Student Success**	1	0	0	1

Prerequisites:
Corequisites: None
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

ACC 120	**Principles of Accounting I**	3	2	0	4

Prerequisites
Corequisites: None
This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting7, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle.

ACC 121	**Principles of Accounting II**	3	2	0	4

Prerequisites: ACC 120
Corequisites: None
This course is a continuation of ACC 120. Emphasis is placed on corporate and managerial accounting for both external and internal reporting and decision making. Upon completion, students should be able to analyze and record corporate transactions, prepare financial statements and reports, and interpret them for management.

ACC 131	**Federal Income Taxes**	2	2	0	3

Prerequisites:
Corequisites: None
This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Emphasis is placed on the application of the Internal Revenue Code to preparation of tax returns for individuals, partnerships, and corporations. Upon completion, students should be able to complete federal tax returns for individuals, partnerships, and corporations.

ACC 140	**Payroll Accounting**	1	2	0	2

Prerequisites: ACC 120
Corequisites: None
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries.

ACC 220	**Intermediate Accounting I**	3	2	0	4

Prerequisites: ACC 121
Corequisites: None
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

		Class	Lab	Clin.	Credit
ACC 221	**Intermediate Accounting II**	**3**	**2**	**0**	**4**

Prerequisites: ACC 220
Corequisites: None
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225	**Cost Accounting**	**3**	**0**	**0**	**3**

Prerequisites: ACC 121
Corequisites: None
This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 293	**Selected Topics in Accounting**	**2**	**2**	**0**	**3**

Prerequisites: ACC 121
Corequisites: None
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. Refer to syllabus for specifics of the course.

ANT 221	**Comparative Cultures**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites: None
This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ART 111	**Art Appreciation**	**3**	**0**	**0**	**3**

Prerequisites: RED 090
Corequisites: None
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 116	**Survey of American Art**	**3**	**0**	**0**	**3**

Prerequisites: RED 090
Corequisites: None
This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience.

		Class	Lab	Clin.	Credit
ART 117	**Non-Western Art History**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites: None
This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 121	**Design I**	**1**	**4**	**0**	**3**

Prerequisites:
Corequisites: None
This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art.

ART 131	**Drawing I**	**0**	**6**	**0**	**3**

Prerequisites:
Corequisites: None
This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes.

ART 240	**Painting I**	**0**	**6**	**0**	**3**

Prerequisites:
Corequisites: None
This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form.

ART 260	**Photography Appreciation**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites: None
This course introduces the origins and historical development of photography. Emphasis is placed on the study of composition and history of photography as an art form. Upon completion, students should be able to recognize and produce, using color transparencies, properly exposed, well-composed photographs.

ART 261	**Photography I**	**1**	**4**	**0**	**3**

Prerequisites: RED 090
Corequisites: None
This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition.

		Class	Lab	Clin.	Credit
AST 111	**Descriptive Astronomy**	3	0	0	3

Prerequisites:
Corequisites: None
This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

AST 111A	**Descriptive Astronomy Lab**	0	2	0	1

Prerequisites:
Corequisites: AST 111
The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

AUB 111	**Painting & Refinishing I**	2	6	0	4

Prerequisites:
Corequisites: None
This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

AUB 112	**Painting & Refinishing II**	2	6	0	4

Prerequisites: AUB 111
Corequisites: None
This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

AUB 114	**Special Finishes**	1	2	0	2

Prerequisites: AUB 111
Corequisites: None
This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

AUB 121	**Non-Structural Damage I**	1	4	0	3

Prerequisites:
Corequisites: None
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.

		Class	Lab	Clin.	Credit
AUB 122	**Non-Structural Damage II**	**2**	**6**	**0**	**4**

Prerequisites: AUB 121
Corequisites: None
This course covers safety, tools, and advanced body repair . Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

AUB 131	**Structural Damage I**	**2**	**4**	**0**	**4**

Prerequisites:
Corequisites: None
This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

AUB 132	**Structural Damage II**	**2**	**6**	**0**	**4**

Prerequisites: AUB 131
Corequisites: None
This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

AUB 134	**Autobody MIG Welding**	**1**	**4**	**0**	**3**

Prerequisites:
Corequisites: None
This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

AUB 136	**Plastics & Adhesives**	**1**	**4**	**0**	**3**

Prerequisites:
Corequisites: None
This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

AUB 144	**Mechanical & Electrical Specialties**	**2**	**2**	**0**	**3**

Prerequisites:
Corequisites: None
This course concentrates on special automotive mechanical and electrical system operations and diagnostics. Topics include personal and environmental safety, suspension and steering, electrical, restraint, and air-conditioning systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards.

		Class	Lab	Clin.	Credit
AUB 150	**Automotive Detailing**	**1**	**3**	**0**	**2**

Prerequisites:
Corequisites: None
This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle.

AUB 160	**Body Shop Operations**	**1**	**0**	**0**	**1**

Prerequisites:
Corequisites: None
This course introduces the day-to-day operations of autobody repair facilities. Topics include work habits and ethics, customer relations, equipment types, materials cost and control, policies and procedures, shop safety and liabilities, and other related topics. Upon completion, students should be able to understand the general operating policies and procedures associated with an autobody repair facility.

AUB 162	**Autobody Estimating**	**1**	**2**	**0**	**2**

Prerequisites:
Corequisites: None
This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

BIO 110	**Principles of Biology**	**3**	**3**	**0**	**4**

Prerequisites RED 090
Corequisites: None
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 111	**General Biology I**	**3**	**3**	**0**	**4**

Prerequisites RED 090 and MAT 080
Corequisites: None
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 112	**General Biology II**	**3**	**3**	**0**	**4**

Prerequisites: BIO 111
Corequisites: None
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

		Class	Lab	Clin.	Credit
BIO 120	**Introductory Botany**	**3**	**3**	**0**	**4**

Prerequisite: BIO 110 or BIO 111
Corequisite: None
This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140	**Environmental Biology**	**3**	**0**	**0**	**3**

Prerequisites: RED 090
Corequisites: BIO 140A
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140A	**Environmental Biology Lab**	**0**	**3**	**0**	**1**

Prerequisites:
Corequisites: BIO 140
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 143	**Field Biology Minicourse**	**1**	**2**	**0**	2

Prerequisites: RED 090
Corequisites: None
This course introduces the biological and physical components of a field environment. Emphasis is placed on a local field environment with extended field trips to other areas. Upon completion, students should be able to demonstrate an understanding of the biological and physical components of the specific biological environment. This course is specifically appropriate for those who teach children up to age 8.

BIO 145	**Ecology**	**3**	**3**	**0**	**4**

Prerequisites: BIO 110 or BIO 111
Corequisites: None
This course provides an introduction to ecological concepts using an ecosystems approach. Topics include energy flow, nutrient cycling, succession, population dynamics, community structure, and other related topics. Upon completion, students should be able to demonstrate comprehension of basic ecosystem structure and dynamics.

BIO 163	**Basic Anatomy & Physiology**	**4**	**2**	**0**	**5**

Prerequisites: RED 090
Corequisites: None
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

		Class	Lab	Clin.	Credit
BIO 165	**Anatomy and Physiology I**	3	3	0	4

Prerequisites: RED 090 and MAT 080
Corequisites: None
This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

BIO 166	**Anatomy and Physiology II**	3	3	0	4

Prerequisites: BIO 165
Corequisites: None
This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems.

BIO 175	**General Microbiology**	2	2	0	3

Prerequisites: BIO 110, BIO 163, BIO 166, or BIO 169, & RED 090
Corequisites: None
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques.

BIO 224	**Local Flora Spring**	1	2	0	2

Prerequisites:
Corequisites: None
This course provides an introduction to the identification of native plants. Emphasis is placed on spring wild flowers. Upon completion, students should be able to identify a variety of spring wild flowers and native plants.

BIO 225	**Local Flora Summer**	1	2	0	2

Prerequisites:
Corequisites: None
This course provides an introduction to the identification of native plants. Emphasis is placed on summer wild flowers. Upon completion, students should be able to identify a variety of summer wild flowers and native plants.

BIO 226	**Local Flora Fall**	1	2	0	2

Prerequisites:
Corequisites: None
This course provides an introduction to the identification of native plants. Emphasis is placed on fall wild flowers. Upon completion, students should be able to identify a variety of fall wild flowers and native plants.

BIO 250	**Genetics**	3	3	0	4

Prerequisites: BIO 112
Corequisites: None
This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles.

		Class	Lab	Clin.	Credit
BIO 275	**Microbiology**	3	3	0	4

Prerequisites: BIO 110, BIO 112, BIO 163, BIO 165, or BIO 168, & RED 090
Corequisites: None
This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms.

BUS 115	**Business Law I**	3	0	0	3

Prerequisites:
Corequisites: None
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 137	**Principles of Management**	3	0	0	3

Prerequisites:
Corequisites: None
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

BUS 225	**Business Finance**	2	2	0	3

Prerequisites: ACC 120
Corequisites: None
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 228	**Business Statistics**	2	2	0	3

Prerequisites: MAT 115 or MAT 161
Corequisites: None
This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business.

BUS 230	**Small Business Management**	3	0	0	3

Prerequisites:
Corequisites: None
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 239	**Bus Applications Seminar**	1	2	0	2

Prerequisites: ACC 120, BUS 115, BUS 137, MKT 120, and either ECO 151, 251 or 252
Corequisites: None
This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

		Class	Lab	Clin.	Credit
BUS 240	**Business Ethics**	3	0	0	3

Prerequisites:
Corequisites: None
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 260	**Business Communication**	3	0	0	3

Prerequisites: ENG 111
Corequisites: None
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

CHM 151	**General Chemistry I**	3	3	0	4

Prerequisites: RED 090
Corequisites: None
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 152	**General Chemistry II**	3	3	0	4

Prerequisites: CHM 151
Corequisites: None
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CIS 110	**Introduction to Computers**	2	2	0	3

Prerequisites:
Corequisites: None
This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

CIS 111	**Basic PC Literacy**	1	2	0	2

Prerequisites: None
Corequisites: None
This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills

		Class	Lab	Clin.	Credit
CIS 115	**Intro. to Programming & Logic**	2	2	0	3

Prerequisites: MAT 070
Corequisites: None
This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.

CIS 120	**Spreadsheet I**	2	2	0	3

Prerequisites: CIS 110 or CIS 111
Corequisites: None
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CIS 130	**Survey of Operating System**	2	3	0	3

Prerequisites: CIS 110
Corequisites: None
The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.

CIS 152	**Database Concepts & Applications**	2	2	0	3

Prerequisites: CIS 110 or CIS 111 or CIS 115
Corequisites: None
This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.

CIS 157	**Database Programming I**	2	2	0	3

Prerequisites: CIS 130 and CIS 152
Corequisites: None
This course is designed to develop programming proficiency in a selected DBMS. Emphasis is placed on the Data Definition Language (DDL) and Data Manipulation Language (DML) of the DBMS as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports representative of industry requirements.

CIS 169	**Business Presentations**	1	2	0	2

Prerequisites: CIS 110 or CIS 111
Corequisites: None
This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text and graphics. Upon completion, students should be able to design and demonstrate an effective presentation.

		Class	Lab	Clin.	Credit
CIS 173	**Network Theory**	2	2	0	3

Prerequisites: NET 110
Corequisites: None
This course examines Token Ring, Ethernet, and Arcnet networks. Topics include LAN topologies and design; cable characteristics; cable, interface cards, server, and client installation; basic management techniques; linking networks; and troubleshooting LAN problems. Upon completion, students should be able to install both hardware and software for a small client/server LAN and troubleshoot common network problems.

CIS 215	**Hardware Install/Maintenance**	2	3	0	3

Prerequisites: CIS 110 or CIS 111 or CIS 115
Corequisites: None
This course covers the basic hardware of a personal computer, including operations and interactions with software. Topics include component identification, the memory system, peripheral installation and configuration, preventive maintenance, and diagnostics and repair. Upon completion, students should be able to select appropriate computer equipment, upgrade and maintain existing equipment, and troubleshoot and repair nonfunctioning personal computers.

CIS 226	**Trends in Technology**	1	2	0	2

Prerequisites: CIS 110
Corequisites: None
This course introduces emerging information systems technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

CIS 286	**Systems Analysis & Design**	3	0	0	3

Prerequisites: CIS 115 and CIS 157
Corequisites: None
This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CIS 288	**Systems Project**	1	4	0	3

Prerequisites: CIS 286
Corequisites: None
This course provides an opportunity to complete a significant systems project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

CJC 100	**Basic Law Enforcement Training**	9	27	0	18

Prerequisites:
Corequisites: None
This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Emphasis is placed on topics and areas as defined by the North Carolina Administrative Code. Upon completion, students should be able to demonstrate competence in the topics and areas required for the state comprehensive examination. *This is a certificate-level course.*

		Class	Lab	Clin.	Credit
CJC 111	**Introduction to Criminal Justice**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites: None
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options.

CJC 112	**Criminology**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites: None
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113	**Juvenile Justice**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites: None
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 121	**Law Enforcement Operations**	**3**	**0**	**0**	**3**

Prerequisite: None
Corequisite: None
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved for transfer through the Comprehensive Articulation Agreement.

CJC 131	**Criminal Law**	**3**	**0**	**0**	3

Prerequisites:
Corequisites: None
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132	**Court Procedure & Evidence**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites: None
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

		Class	Lab	Clin.	Credit
CJC 141	**Corrections**	3	0	0	3

Prerequisites:
Corequisites: None
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system.

CJC 212	**Ethics & Community Relations**	3	0	0	3

Prerequisites:
Corequisites: None
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 213	**Substance Abuse**	3	0	0	3

Prerequisites:
Corequisites: None
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 214	**Victimology**	3	0	0	3

Prerequisites:
Corequisites: None
This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 221	**Investigative Principles**	3	2	0	4

Prerequisites:
Corequisites: None
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222	**Criminalistics**	3	0	0	3

Prerequisites:
Corequisites: None
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

		Class	Lab	Clin.	Credit
CJC 231	**Constitutional Law**	3	0	0	3

Prerequisites:
Corequisites: None
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 233	**Correctional Law**	3	0	0	3

Prerequisites:
Corequisites: None
This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

COE 111	**Co-op Work Experience I**	0	0	10	1

Prerequisites:
Corequisites:
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115	**Work Experience Seminar I**	1	0	0	1

Prerequisites:
Corequisites: COE 111 or COE 113
This course provides an opportunity to discuss hands-on experiences in COE 111 with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in planning and presenting learning experiences for young children. This course is intended for Early Childhood Associate students.

COE 121	**Co-op Work Experience II**	0	0	10	1

Prerequisites:
Corequisites:
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 125	**Work Experience Seminar II**	1	0	0	1

Prerequisites:
Corequisites: COE 121
This course provides an opportunity to discuss the application of skills demonstrated in COE 121. Emphasis is placed on practical, hands-on experience in a developmentally appropriate early childhood environment. Upon completion, students should be able to demonstrate competence in planning, presenting, and evaluating learning experiences for young children. This course is intended for Early Childhood Associate students.

		Class	Lab	Clin.	Credit
COE 131	**Co-op Work Experience III**	**0**	**0**	**10**	**1**

Prerequisites:
Corequisites:
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 135	**Work Experience Seminar III**	**1**	**0**	**0**	**1**

Prerequisites:
Corequisites: COE 131
This course provides an opportunity to discuss the application of skills acquired through classroom learning and demonstrated in COE 131. Emphasis is placed on evaluating and integrating developmentally appropriate practices for young children. Upon completion, students should be able to demonstrate competence in early childhood education. This course is intended for Early Childhood Associate students.

COM 110	**Introduction to Communication**	**3**	**0**	**0**	**3**

Prerequisites: RED 090
Corequisites: None
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.*

COM 120	**Interpersonal Communication**	**3**	**0**	**0**	**3**

Prerequisites: ACA 111 and COM 110
Corequisites: None
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.*

COM 130	**Nonverbal Communication**	**3**	**0**	**0**	**3**

Prerequisites: COM 120
Corequisites: None
This course introduces the contemporary study of nonverbal communication in daily life. Topics include haptics, kinesics, proxemics, facial displays, and appearance. Upon completion, students should be able to analyze/interpret nonverbal communication and demonstrate greater awareness of their own nonverbal communication habits.

		Class	Lab	Clin.	Credit
COM 231	**Public Speaking**	**3**	**0**	**0**	**3**

Prerequisites: ACA 111 and COM 110
Corequisites: None
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.*

COS 111	**Cosmetology Concepts I**	**4**	**0**	**0**	**4**

Prerequisites:
Corequisites: COS 112
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112	**Salon I**	**0**	**24**	**0**	**8**

Prerequisites:
Corequisites: COS 111
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113	**Cosmetology Concepts II**	**4**	**0**	**0**	**4**

Prerequisites:
Corequisites: COS 114
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114	**Salon II**	**0**	**24**	**0**	**8**

Prerequisites:
Corequisites: COS 113
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115	**Cosmetology Concepts III**	**4**	**0**	**0**	**4**

Prerequisites:
Corequisites: COS 116
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

		Class	Lab	Clin.	Credit
COS 116	**Salon III**	**0**	**12**	**0**	**4**

Prerequisites:
Corequisites: COS 115
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117	**Cosmetology Concepts IV**	**2**	**0**	**0**	**2**

Prerequisites:
Corequisites: COS 118
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118	**Salon IV**	**0**	**21**	**0**	**7**

Prerequisites:
Corequisites: COS 117
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 121	**Manicure/Nail Technology I**	**4**	**6**	**0**	**6**

Prerequisites:
Corequisites: None
This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 122	**Manicure/Nail Technology II**	**4**	**6**	**0**	**6**

Prerequisites: COS 121
Corequisites: None
This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 251	**Manicure Instructor Concepts**	**8**	**0**	**0**	**8**

Prerequisites:
Corequisites: None
This course introduces manicuring instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervision techniques, and assess student classroom performance.

		Class	Lab	Clin.	Credit
COS 252	**Manicure Instructor Practicum**	**0**	**15**	**0**	**5**

Prerequisites: NC Cosmetology or Manicurist License and six months work experience in a cosmetic arts salon
Corequisites: COS 251
This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.

COS 271 Instructor Concepts I 5 0 0 5
Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist
Corequisites: COS 272
This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272 Instructor Practicum I 0 21 0 7
Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist
Corequisites: COS 271
This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS 273 Instructor Concepts II 5 0 0 5
Prerequisites: COS 271 and COS 272
Corequisites: COS 274
This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274 Instructor Practicum II 0 21 0 7
Prerequisites: COS 271 and COS 272
Corequisites: COS 273
This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. *This is a certificate-level course.*

CSC 132 BASIC Programming 2 3 0 3
Prerequisites: CIS 115
Corequisites: None
This course is designed to introduce computer programming using the BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug BASIC language programs.

		Class	Lab	Clin.	Credit
CSC 134	**C++ Programming**	2	3	0	3

Prerequisites: CIS 115
Corequisites: None
This course introduces object-oriented computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs. This course has been approved for transfer through the Comprehensive Articulation Agreement.

CSC 139	**Visual BASIC Programming**	2	3	0	3

Prerequisites: CIS 115
Corequisites: None
This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs.

CSC 141	**Visual C++ Programming**	2	3	0	3

Prerequisites: CIS 115
Corequisites: None
This course introduces event-driven computer programming using the Visual C++ programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual C++ language programs.

DAN 110	**Dance Appreciation**	3	0	0	3

Prerequisites:
Corequisites: None
This course for non-dance majors surveys diverse dance forms and the religious and cultural values that shape them. Topics include dances from Europe, Africa, Asia, and America. Upon completion, students should be able to demonstrate an understanding of the diverse forms and values that dance embraces. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 111	**Theatre Appreciation**	3	0	0	3

Prerequisites:
Corequisites: None
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 122	**Oral Interpretation**	3	0	0	3

Prerequisites: RED 080
Corequisites: None
This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Class	Lab	Clin.	Credit
DRA 126	**Storytelling**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ECO 151	**Survey of Economics**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 251	**Principles of Microeconomics**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 252	**Principles of Macroeconomics**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

EDU 111	**Early Childhood Credentials I**	2	0	0	2

Prerequisites:
Corequisites: None
This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

		Class	Lab	Clin.	Credit
EDU 112	**Early Childhood Credentials II**	**2**	**0**	**0**	**2**

Prerequisites:
Corequisites: None
This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

EDU 113	**Family/Early Child Credentials**	**2**	**0**	**0**	**2**

Prerequisites:
Corequisites: None
This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home.

EDU 119	**Early Childhood Education**	**3**	**2**	**0**	**4**

Prerequisites:
Corequisites: None
This course covers the foundations of the education profession, types of programs, professionalism, and planning quality programs for children. Topics include historical foundations, career options, types of programs, professionalism, observational skills, and planning developmentally appropriate schedules, environments, and activities for children. Upon completion, students should be able to demonstrate observational skills, identify appropriate schedules and environments, develop activity plans, and describe influences on the profession.

EDU 131	**Child, Family, & Community**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites: None
This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

EDU 144	**Child Development I**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites: None
This course covers the theories of child development and the developmental sequences of children from conception through the pre-school years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.

		Class	Lab	Clin.	Credit
EDU 145	**Child Development II**	3	0	0	3

Prerequisites: EDU 144
Corequisites: None
This course covers theories of child development and developmental sequences of children from pre-school through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

EDU 146	**Child Guidance**	3	0	0	3

Prerequisites:
Corequisites: None
This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

EDU 151	**Creative Activities**	3	0	0	3

Prerequisites:
Corequisites: EDU 151A
This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities.

EDU 151A	**Creative Activities Lab**	0	2	0	1

Prerequisites:
Corequisites: EDU 151
This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

EDU 153	**Health, Safety, & Nutrition**	3	0	0	3

Prerequisites:
Corequisites: None
This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

EDU 221	**Children with Special Needs**	3	0	0	3

Prerequisites: EDU 144 and EDU 145
Corequisites: None
This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.

		Class	Lab	Clin.	Credit
EDU 251	**Exploration Activities**	3	0	0	3

Prerequisites:
Corequisites: EDU 251A
This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 251A	**Exploration Act Lab**	0	2	0	1

Prerequisites:
Corequisites: EDU 251
This course provides a laboratory component to complement EDU 251. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate science, math, and social studies activities for children.

EDU 259	**Curriculum Planning**	3	0	0	3

Prerequisites: EDU 112 OR EDU 113 OR EDU 119
Corequisites: None
This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

EDU 261	**Early Childhood Admin I**	2	0	0	2

Prerequisites: MAT 060
Corequisites: None
This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

EDU 271	**Media Tech for Teachers**	2	2	0	3

Prerequisites:
Corequisites: None
This course covers the operation and maintenance of recording and projection equipment, the creation of classroom materials, and the application of new technologies in schools. Topics include audiovisual equipment and production, electronic and on-line information, instructional materials construction, and use of educational software. Upon completion, students should be able to use and maintain audiovisual equipment, develop instructional materials, and implement technologies for clerical management and instruction.

EDU 282	**Early Childhood Literature**	3	0	0	3

Prerequisites:
Corequisites: None
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

		Class	Lab	Clin.	Credit
ELC 112	**DC/AC Electricity**	**3**	**6**	**0**	**5**

Prerequisites:
Corequisites: None
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC 113	**Basic Wiring I**	**2**	**6**	**0**	**4**

Prerequisites:
Corequisites: None
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 114	**Basic Wiring II**	**2**	**6**	**0**	**4**

Prerequisites: ELC 113
Corequisites: None
This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

ELC 115	**Industrial Wiring**	**2**	**6**	**0**	**4**

Prerequisites: ELC 113
Corequisites: None
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117	**Motors and Controls**	**2**	**6**	**0**	**4**

Prerequisites: ELC 112 or ELC 131
Corequisites: None
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 118	**National Electrical Code**	**1**	**2**	**0**	**2**

Prerequisites:
Corequisites: None
This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC 119	**NEC Calculations**	**1**	**2**	**0**	**2**

Prerequisites:
Corequisites: None
This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

		Class	Lab	Clin.	Credit
ELC 128	**Introduction to PLC**	2	3	0	3

Prerequisites:
Corequisites: None
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131	**DC/AC Circuit Analysis**	4	3	0	5

Prerequisites:
Corequisites: MAT 121
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 132	**Electrical Drawings**	1	3	0	2

Prerequisites:
Corequisites: None
This course introduces the technical documentation that is typically found or used in the industrial environment. Topics include interpretation of service manuals, freehand sketching of lines, orthographic views and dimensions, and blueprint reading. Upon completion, students should be able to interpret technical documents and blueprints and use basic drafting skills to prepare usable field drawings.

ELC 135	**Electrical Machines I**	2	2	0	3

Prerequisites: ELC 131or ELC 112
Corequisites: None
This course covers magnetic circuits, transformers, DC/AC generators, and a review of the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and generator regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC single- and three-phase transformer and generator circuits.

ELC 231	**Electric Power Systems**	3	2	0	4

Prerequisites:
Corequisites: None
This course covers the basic principles of electric power systems, including transmission lines, generator and transformer characteristics, and fault detection and correction. Emphasis is placed on line diagrams and per unit calculations for circuit performance analysis in regards to voltage regulation, power factor, and protection devices. Upon completion, students should be able to analyze simple distribution subsystems, calculate fault current, and determine the size and type of circuit protection devices.

ELN 131	**Electronic Devices**	3	3	0	4

Prerequisites: ELC 112 or ELC 131
Corequisites: None
This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thermistors, and related components . Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

		Class	Lab	Clin.	Credit
ELN 132	**Linear IC Applications**	3	3	0	4

Prerequisites: ELN 131
Corequisites: None
This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133	**Digital Electronics**	3	3	0	4

Prerequisites: ELC 112 or ELC 131
Corequisites: ELN 275
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 150	**CAD for Electronics**	1	3	0	2

Prerequisites: CIS 110 or CIS 111
Corequisites: None
This course introduces computer-aided drafting (CAD) with an emphasis on applications in the electronics field. Topics include electronics industry standards (symbols, schematic diagrams, layouts); drawing electronic circuit diagrams; and specialized electronic drafting practices and components such as resistors, capacitors, and ICs. Upon completion, students should be able to prepare electronic drawings with CAD software.

ELN 229	**Industrial Electronics**	2	4	0	4

Prerequisites: ELC 112 or ELC 131
Corequisites: None
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices (filters, rectifiers, FET, SCR, Diac, Triac, Op-amps, etc). Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

ELN 232	**Introduction to Microprocessors**	3	3	0	4

Prerequisites: ELN 133
Corequisites: None
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 233	**Microprocessor Systems**	3	3	0	4

Prerequisites: ELN 232
Corequisites: None
This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.

		Class	Lab	Clin.	Credit
ELN 234	**Communication Systems**	3	3	0	4

Prerequisites: ELN 132
Corequisites: None
This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

ELN 275	**Troubleshooting**	1	2	0	2

Prerequisites:
Corequisites: ELN 133
This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

ENG 070	**Basic Language Skills**	2	2	0	3

Prerequisites:
Corequisites: None
This course introduces the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate a variety of sentence types that clearly express ideas. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111.*

ENG 080	**Writing Foundations**	3	2	0	4

Prerequisites: ENG 070
Corequisites: None
This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111.*

ENG 090	**Composition Strategies**	3	0	0	3

Prerequisites: ENG 080
Corequisites: ENG 090A
This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. *This course satisfies the developmental writing requirement for ENG 111.*

ENG 090A	**Comp Strategies Lab**	0	2	0	1

Prerequisites: ENG 080
Corequisites: ENG 090
This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

		Class	Lab	Clin.	Credit
ENG 101	**Applied Communications I**	3	0	0	3

Prerequisites:
Corequisites: None
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. *This is a diploma-level course.*

ENG 111	**Expository Writing**	3	0	0	3

Prerequisites: ENG 090 and RED 090
Corequisites: CIS 110 or CIS 111 or ELN 232
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 112	**Argument-Based Research**	3	0	0	3

Prerequisites: ENG 111
Corequisites: None
This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 113	**Literature-Based Research**	3	0	0	3

Prerequisites: ENG 111
Corequisites: None
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 114	**Prof. Research & Reporting**	3	0	0	3

Prerequisites: ENG 111
Corequisites: None
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

		Class	Lab	Clin.	Credit
ENG 125	**Creative Writing I**	3	0	0	3

Prerequisites: ENG 111
Corequisites: ENG 112, ENG 113, or ENG 114
This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others.

ENG 126	**Creative Writing II**	3	0	0	3

Prerequisites: ENG 125
Corequisites: None
This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication.

ENG 231	**American Literature I**	3	0	0	3

Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 232	**American Literature II**	3	0	0	3

Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 233	**Major American Writers**	3	0	0	3

Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 241	**British Literature I**	3	0	0	3

Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Class	Lab	Clin.	Credit
ENG 242	**British Literature II**	3	0	0	3

Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 243	**Major British Writers**	3	0	0	3

Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 251	**Western World Literature I**	3	0	0	3

Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 252	**Western World Literature II**	3	0	0	3

Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides a survey of selected European works from the Neoclassical period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 261	**World Literature I**	3	0	0	3

Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 262	**World Literature II**	3	0	0	3

Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Class	Lab	Clin.	Credit
ENG 272	**Southern Literature**	3	0	0	3

Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works.

ENG 273	**African-American Literature**	3	0	0	3

Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts.

ENG 274	**Literature by Women**	3	0	0	3

Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works.

GEL 111	**Introductory Geology**	3	2	0	4

Prerequisites RED 090
Corequisites: None
This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

GEO 112	**Cultural Geography**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HEA 110	**Personal Health/Wellness**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness.

		Class	Lab	Clin.	Credit
HEA 112	**First Aid & CPR**	1	2	0	2

Prerequisites:
Corequisites: None
This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained.

HIS 111	**World Civilizations I**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 112	**World Civilizations II**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 115	**Introduction to Global History**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 121	**Western Civilization I**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 122	**Western Civilization II**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

		Class	Lab	Clin.	Credit
HIS 131	**American History I**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132	**American History II**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 141	**Genealogy & Local History**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course explores the role of the local or family historian. Emphasis is placed on historical or genealogical research techniques including a survey of local, state, and national archival resources. Upon completion, students should be able to conduct genealogical research and do a major research project on local or family history.

HIS 162	**Women and History**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history.

HIS 167	**The Vietnam War**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course covers the American political and military involvement in Vietnam from 1944 to 1975. Topics include the French colonial policy, Vietnamese nationalism, the war with France, American involvement, and resolution of the conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments that influenced the Vietnam War.

HIS 221	**African-American History**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans.

		Class	Lab	Clin.	Credit
HIS 227	**Native American History**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course surveys the history and cultures of Native Americans from pre-history to the present. Topics include Native American civilizations, relations with Europeans, and the continuing evolution of Native American cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments among Native Americans.

HIS 230	**The Changing South**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course covers major developments in the South from the Civil War era to the present. Topics include Reconstruction, the emergence of the New South, segregation, the Civil Rights movement, and current issues and challenges facing the South. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the New South.

HIS 233	**History of Appalachia**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course introduces the Appalachian region and its relationship to mainstream American history. Topics include regional settlement patterns and a study of Appalachian culture. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Appalachia.

HIS 234	**Cherokee History**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course is a survey of the history and culture of the Cherokees. Topics include origins, belief systems, contact and conflict with European settlers, removals, and contemporary problems faced by the Cherokees. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Cherokee history.

HIS 236	**North Carolina History**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina.

HOR 112	**Landscape Design I**	2	3	0	3

Prerequisite: None
Corequisite: None
Start Term: 1997*02
This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design.

		Class	Lab	Clin.	Credit
HOR 114	**Landscape Construction**	2	2	0	3

Prerequisite: None
Corequisite: None
Start Term: 1997*02
This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

HOR 118	**Equipment Operations & Maint.**	1	3	0	2

Prerequisite: None
Corequisite: None
Start Term: 1997*02
This course covers the proper operation and maintenance of selected equipment used in horticulture. Emphasis is placed on the maintenance, minor repairs, safety devices, and actual operation of selected equipment. Upon completion, students should be able to design a maintenance schedule, service equipment, and demonstrate safe operation of selected equipment.

HOR 160	**Plant Materials I**	2	2	0	3

Prerequisite: None
Corequisite: None
Start Term: 1997*02
This course covers identification, culture, characteristics, and use of plants. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

HOR 162	**Applied Plant Science**	2	2	0	3

Prerequisite: None
Corequisite: None
Start Term: 1997*02
This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

HOR 164	**Horticulture Pest Management**	2	2	0	3

Prerequisite: None
Corequisite: None
Start Term: 1997*02
This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide application. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Ground Applicators license.

HOR 166	**Soils & Fertilizers**	2	2	0	3

Prerequisite: None
Corequisite: None
Start Term: 1997*02
This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation, classification, physical and chemical properties, testing, fertilizer application, and other amendments. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media.

		Class	Lab	Clin.	Credit
HOR 168	**Plant Propagation**	2	2	0	3

Prerequisite: None
Corequisite: None
Start Term: 1997*02
This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

HOR 170	**Horticulture Computer Apps**	1	3	0	2

Prerequisite: None
Corequisite: None
Start Term: 1997*02
This course introduces computer programs as they apply to the horticulture industry. Emphasis is placed on applications of software for plant identification, design, and irrigation. Upon completion, students should be able to use computer programs in horticultural situations.

HOR 213	**Landscape Design II**	2	2	0	3

Prerequisite: HOR 112
Corequisite: None
Start Term: 1997*02
This course covers residential and commercial landscape design, cost analysis, and installation. Emphasis is placed on job cost estimates, installation of the landscape design, and maintenance techniques. Upon completion, students should be able to read landscape design blueprints, develop cost estimates, and implement the design.

HOR 225	**Nursery Production**	2	2	0	3

Prerequisite: None
Corequisite: None
Start Term: 1997*02
This course covers all aspects of nursery crop production from plant selection to crop production. Emphasis is placed on field preparation, container selection, preparation and usage of appropriate nursery media, potting procedures, herbicide and fertilizer application, and pest control. Upon completion, students should be able to produce a marketable nursery crop.

HOR 235	**Greenhouse Production**	2	2	0	3

Prerequisite: None
Corequisite: None
Start Term: 1997*02
This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops.

HOR 245	**Horiculture Specialty Crops**	2	2	0	3

Prerequisite: None
Corequisite: None
Start Term: 1997*02
This course introduces the techniques and requirements for the production of horticultural crops of special or local interest. Topics include development of a local market, proper varietal selection, cultural practices, site selection, and harvesting and marketing practices. Upon completion, students should be able to choose, grow, and market a horticultural crop of special or local interest.

		Class	Lab	Clin.	Credit
HOR 251	**Insects & Diseases**	2	2	0	3

Prerequisite: None
Corequisite: None
Start Term: 1997*02
This course introduces insects and diseases of economic importance to horticultural crops. Topics include insect life cycles and identifying characteristics; plant diseases, including their signs and symptoms; control methods; and insect scouting for IPM. Upon completion, students should be able to demonstrate an understanding of insect and disease identification, collection, and control.

HOR 257	**Arboriculture Practices**	1	3	0	2

Prerequisite: HOR 160
Corequisite: None
Start Term: 1997*02
This course covers the culture and maintenance of trees and shrubs. Topics include fertilization, pruning, approved climbing techniques, pest control, and equipment use and safety. Upon completion, students should be able to properly prune trees and shrubs and perform arboricultural practices.

HOR 260	**Plant Materials II**	2	2	0	3

Prerequisite: HOR 160
Corequisite: None
Start Term: 1997*02
This course is a continuation of HOR 160 and covers additional plants. Emphasis is placed on reinforcement of skills and the introduction of additional plants. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

HOR 265	**Advanced Plant Materials**	1	2	0	2

Prerequisite: HOR 260
Corequisite: None
Start Term: 1997*02
This course covers important landscape plants which were not covered in HOR 160 and HOR 260. Emphasis is placed on identification, plant nomenclature, growth characteristics, cultural requirements, and landscape uses. Upon completion, students should be able to correctly select plants for specific landscape uses.

HOR 268	**Advanced Propagation**	3	3	0	4

Prerequisite: None
Corequisite: None
Start Term: 1997*02
This course covers applied production techniques for asexual and sexual plant propagation. Emphasis is placed on the major accepted methods of asexual propagation and sexual propagation of woody ornamental plants, with evaluation of all initiated propagation. Upon completion, students should be able to successfully propagate a variety of plant materials utilizing methods covered in the course.

HOR 273	**Horticulture Mgmt. & Marketing**	3	0	0	3

Prerequisite: None
Corequisite: None
Start Term: 1997*02
This course covers the steps involved in starting or managing a horticultural business. Topics include financing, regulations, market analysis, employer/employee relations, formulation of business plans, and operational procedures in a horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business.

		Class	Lab	Clin.	Credit
HOR 293	**Selected Topics in Horticulture**	3	0	0	3

Prerequisites:
Corequisites: None
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. Refer to syllabus for specifics of the course.

HUM 110	**Technology and Society**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 120	**Cultural Studies**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 121	**The Nature of America**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 122	**Southern Culture**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 123	**Appalachian Culture**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course provides an interdisciplinary study of the unique features of Appalachian culture. Topics include historical, political, sociological, psychological, and artistic features which distinguish this region. Upon completion, students should be able to demonstrate a broad-based awareness and appreciation of Appalachian culture.

		Class	Lab	Clin.	Credit
HUM 130	**Myth in Human Culture**	**3**	**0**	**0**	**3**

Prerequisites: RED 090
Corequisites: None
This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 150	**American Women's Studies**	**3**	**0**	**0**	**3**

Prerequisites: RED 090
Corequisites: None
This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 160	**Introduction to Film**	**3**	**0**	**0**	**3**

Prerequisites: RED 090
Corequisites: None
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 170	**The Holocaust**	**3**	**0**	**0**	**3**

Prerequisites: RED 090
Corequisites: None
This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust.

HUM 211	**Humanities I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 111
Corequisites: None
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Class	Lab	Clin.	Credit
HUM 212	**Humanities II**	3	0	0	3

Prerequisites: ENG 111
Corequisites: None
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 220	**Human Values and Meaning**	3	0	0	3

Prerequisites: ENG 111
Corequisites: None
This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 230	**Leadership Development**	3	0	0	3

Prerequisites: ENG 111
Corequisites: None
This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations.

HYD 110	**Hydraulics/Pneumatics I**	2	3	0	3

Prerequisites:
Corequisites: None
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

MAT 050	**Basic Math Skills**	3	2	0	4

Prerequisites:
Corequisites: None
This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems. This course will be taught through the Learning Lab at no cost to the student.

MAT 060	**Essential Mathematics**	3	2	0	4

Prerequisites: MAT 050
Corequisites: None
This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

		Class	Lab	Clin.	Credit
MAT 070	**Introductory Algebra**	**3**	**2**	**0**	**4**

Prerequisites: MAT 060
Corequisites: RED 080
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 080	**Intermediate Algebra**	**3**	**2**	**0**	**4**

Prerequisites: MAT 070
Corequisites: RED 080
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 101	**Applied Mathematics I**	**2**	**2**	**0**	**3**

Prerequisites: MAT 060
Corequisites: None
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. *This course is intended for certificate and diploma programs.*

MAT 102	**Applied Mathematics II**	**2**	**2**	**0**	**3**

Prerequisites: MAT 101
Corequisites: None
This course introduces the concepts of right triangle trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, and right triangle trigonometry. Upon completion, students should be able to solve applied problems both independently and collaboratively. *This course is intended for certificate and diploma programs.*

MAT 115	**Mathematical Models**	**2**	**2**	**0**	**3**

Prerequisites: MAT 070
Corequisites: None
This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

MAT 120	**Geometry and Trigonometry**	**2**	**2**	**0**	**3**

Prerequisites: MAT 070
Corequisites: None
This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.

		Class	Lab	Clin.	Credit
MAT 140	**Survey of Mathematics**	3	0	0	3

Prerequisites: MAT 070
Corequisites: None
This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 140A	**Survey of Mathematics Lab**	0	2	0	1

Prerequisites: MAT 070
Corequisites: MAT 140
This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MAT 151	**Statistics I**	3	0	0	3

Prerequisites: MAT 080
Corequisites: RED 80
This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 161	**College Algebra**	3	0	0	3

Prerequisites: MAT 080
Corequisites: RED 80
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 162	**College Trigonometry**	3	0	0	3

Prerequisites: MAT 161
Corequisites: None
This course provides an integrated technological approach to trigonometry and its applications. Topics include trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

		Class	Lab	Clin.	Credit
MAT 165	**Finite Mathematics**	**3**	**0**	**0**	**3**

Prerequisites: MAT 161
Corequisites: None
This course provides topics used to formulate models and to solve and interpret solutions using an algorithmic approach. Topics include linear algebra, linear programming, simplex method, sets and counting, probability, mathematics of finance, and logic. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts of finite mathematics and the ability to solve related problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 171	**Precalculus Algebra**	**3**	**0**	**0**	**3**

Prerequisites: MAT 080
Corequisites: RED 80
This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 172	**Precalculus Trigonometry**	**3**	**0**	**0**	**3**

Prerequisites: MAT 171
Corequisites: None
This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 175	**Precalculus**	**4**	**0**	**0**	**4**

Prerequisite: None
Corequisite: None
This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 263	**Brief Calculus**	**3**	**0**	**0**	**3**

Prerequisites: MAT 161
Corequisites: None
This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

		Class	Lab	Clin.	Credit
MAT 271	**Calculus I**	3	2	0	4

Prerequisites: MAT 172
Corequisites: None
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 272	**Calculus II**	3	2	0	4

Prerequisites: MAT 271
Corequisites: None
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MEC 111	**Machine Processes I**	2	3	0	3

Prerequisites:
Corequisites: None
This course introduces safety, and tolls, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include safety, measuring tools, and the basic setup and operation of lathes, milling machines, drill presses, and saws. Upon completion, students should be able to manufacture a simple part to a specified tolerance.

MKT 120	**Principles of Marketing**	3	0	0	3

Prerequisites:
Corequisites: None
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MNT 110	**Introduction to Maintenance Procedures**	1	3	0	2

Prerequisites:
Corequisites: None
This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other schedules maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

MUS 110	**Music Appreciation**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Class	Lab	Clin.	Credit
MUS 112	**Introduction to Jazz**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites: None
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 113	**American Music**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites: None
This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

NAS 101	**Nursing Assistant I**	**3**	**2**	**3**	**5**

Prerequisites:
Corequisites:
This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry. *This is a certificate-level course.*

NAS 102	**Nursing Assistant II**	**3**	**2**	**6**	**6**

Prerequisites: High school diploma or GED and currently listed as NA I with State of North Carolina
Corequisites:
This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing. *This is a certificate-level course.*

NAS 103	**Home Health Care**	**2**	**0**	**0**	**2**

Prerequisites: NAS 101
Corequisites:
This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and use of home health care equipment. Upon completion, students should be able to identify care for clients at home. *This is a certificate-level course.*

NET 110	**Data Comm/Networking**	**2**	**2**	**0**	**3**

Prerequisites: CIS 110
Corequisites: None
This course introduce data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.

		Class	Lab	Clin.	Credit
NUR 115	**Fundamentals of Nursing**	2	3	6	5

Prerequisites: Admission to the Associate Degree Nursing program
Corequisites: ACA 111, BIO 165, PSY 110, NUR 118, CIS 110 or CIS 111
This course introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Theory and procedures related to basic human needs are taught, demonstrated and practiced in class, nursing skills laboratory, and in area health care facilities.

NUR 116 Nursing of Older Adults 2 3 3 4
Prerequisites: NUR 185
Corequisites: NUR 125
This course provides an opportunity to utilize the provider of care and manager of care roles to meet nursing needs of older adults in a variety of settings. Emphasis is placed on the aging process as it applies to normal developmental changes and alterations in health commonly occurring in the older adult. Upon completion, students should be able to apply the nursing process in caring for the older adult.

NUR 117 Pharmacology 1 3 0 2
Prerequisites: NUR 115
Corequisites: NUR 135
This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. Upon completion, students should be able to compute dosages and administer medication safely. Pharmacological properties of medications in each classification are emphasized.

NUR 118 Nutrition/Diet Therapy 2 0 0 2
Prerequisites:
Corequisites: NUR 115
This course covers the six nutrient categories and provides an overview of diet recommendations for promotion and maintenance of health. Topics include the food pyramid recommendations for individuals across the life span, energy balance, and special dietary modifications for common alterations in health. Upon completion, students should be able to complete a nutritional assessment, analyze diets, and recommend dietary adaptations to meet individual health needs. Students relate their diets to the standards presented.

NUR 125 Maternal-Child Nursing 5 3 6 8
Prerequisites: NUR 115 and NUR 185
Corequisites: NUR 116
This course introduces nursing concepts related to the delivery of nursing care for the expanding family. Emphasis is placed on utilizing the nursing process as a framework for managing/providing nursing care to individuals and families along the wellness-illness continuum. Upon completion, students should be able to utilize the nursing process to deliver nursing care to mothers, infants, children, and families.

NUR 133 Nursing Assessment 2 3 0 3
Prerequisites: NUR 115
Corequisites: NUR 135
This course provides theory and application experience for performing nursing assessment of individuals across the life span. Emphasis is placed on interviewing and physical assessment techniques and documentation of findings appropriate for nursing. Upon completion, students should be able to complete a health history and perform a noninvasive physical assessment. Emphasis is placed on well clients with the identification and prioritization of some deviations from the normal upon which to base nursing diagnoses.

		Class	Lab	Clin.	Credit
NUR 135	**Adult Nursing I**	5	3	9	9

Prerequisites: NUR 115
Corequisites: BIO 166, NUR 117, NUR 133
This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Upon completion, students should be able to apply the nursing process to individuals experiencing acute and chronic alterations in health.

NUR 185	**Mental Health Nursing**	3	0	6	5

Prerequisites: NUR 115, NUR 135
Corequisites: None
This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Emphasis is placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders or mental health needs. Upon completion, students should be able to apply psychosocial theories in the nursing care of individuals with psychiatric/mental health needs. Therapeutic use of self, utilization of effective communication techniques and the role of the nurse in providing client care in health care settings is emphasized.

NUR 188	**Nursing in the Community**	1	0	6	3

Prerequisites: NUR 115, NUR 125
Corequisites: NUR 235
This course to introduces concepts and practices of community-based nursing care across the life span. Topics include home care history, agency regulation/standards, nurse's roles, the interdisciplinary team, and the application of nursing care to the community setting. Upon completion, students should be able to provide nursing care, manage nursing care, and function as a member of the discipline in home health care.

NUR 189	**Nursing Transition**	1	3	0	2

Prerequisites: BIO 165, PSY 110, CIS 110 or CIS 111
Corequisites: ACA 111, BIO 166
This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. Topics include the role of the registered nurse, nursing process, homeostasis, and validation of selected nursing skills and physical assessment. Upon completion, students should be able to articulate into the ADN program at the level of the generic student.

NUR 235	**Adult Nursing II**	4	3	15	10

Prerequisites: NUR 135
Corequisites: COM 110, NUR 188
This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Upon completion, students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health.

OST 080	**Keyboarding Literacy**	1	2	0	2

Prerequisites:
Corequisites: None
This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

		Class	Lab	Clin.	Credit
OST 122	**Office Computations**	1	2	0	2

Prerequisites: MAT 060
Corequisites: None
This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.

OST 131	**Keyboarding**	1	2	0	2

Prerequisites:
Corequisites: None
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 134	**Text Entry & Formatting**	3	2	0	4

Prerequisite: OST 131
Corequisite: None
This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents.

OST 135	**Adv. Text Entry & Formatting**	3	2	0	4

Prerequisites: OST 134
Corequisites: None
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

OST 136	**Word Processing**	1	2	0	2

Prerequisites: OST 131 or OST 080
Corequisites: None
This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 137	**Office Software Applications**	1	2	0	2

Prerequisites: OST 131
Corequisites: None
This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands on approach. Upon completion, students should be able to use software in a business environment. This class will also incorporate the integration of various software packages.

OST 141	**Medical Terms I-Medical Office**	3	0	0	3

Prerequisites:
Corequisites: None
This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

		Class	Lab	Clin.	Credit
OST 142	**Medical Terms II-Medical Office**	**3**	**0**	**0**	**3**

Prerequisites: OST 141
Corequisites: None
This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 148	**Medical Coding Billing & Insurance**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites: None
This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 149	**Medical Legal Issues**	**2**	**0**	**0**	**2**

Prerequisites:
Corequisites: None
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 164	**Text Editing Applications**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites: None
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 184	**Records Management**	**1**	**2**	**0**	**2**

Prerequisites:
Corequisites: None
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 223	**Machine Transcription I**	**1**	**2**	**0**	**2**

Prerequisites: OST 134, OST 136, and OST 164
Corequisites: None
This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.

		Class	Lab	Clin.	Credit
OST 233	**Office Publications Design**	**2**	**2**	**0**	**3**

Prerequisites: OST 136 and CIS 110 or CIS 111
Corequisites: None
This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

OST 241	**Medical Office Transcription I**	**1**	**2**	**0**	**2**

Prerequisites: OST 141
Corequisites: None
This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 243	**Medical Office Simulation**	**2**	**2**	**0**	**3**

Prerequisites: OST 131 and OST 148
Corequisites: None
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 289	**Office Systems Management**	**2**	**2**	**0**	**3**

Prerequisites: OST 134, OST 136, and OST 164
Corequisites: None
This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.

PED 110	**Fit and Well for Life**	**1**	**2**	**0**	**2**

Prerequisites:
Corequisites: None
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests.

PED 111	**Physical Fitness I**	**0**	**3**	**0**	**1**

Prerequisites:
Corequisites: None
This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

		Class	Lab	Clin.	Credit
PED 113	**Aerobics I**	0	3	0	1

Prerequisites:
Corequisites: None
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

PED 119	**Circuit Training**	0	3	0	1

Prerequisites:
Corequisites: None
This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness.

PED 120	**Walking for Fitness**	0	3	0	1

Prerequisites:
Corequisites: None
This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program.

PED 122	**Yoga I**	0	2	0	1

Prerequisites:
Corequisites: None
This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga.

PED 125	**Self-Defense-Beginning**	0	2	0	1

Prerequisites:
Corequisites: None
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.

PED 126	**Self-Defense-Intermediate**	0	2	0	1

Prerequisites: PED 125
Corequisites: None
This course is designed to aid students in building on the techniques and skills developed in PED 125. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self-defense stances, blocks, punches, and kick combinations.

PED 128	**Golf-Beginning**	0	2	0	1

Prerequisite: None
Corequisite: None
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

		Class	Lab	Clin.	Credit
PED 129	**Golf-Intermediate**	**0**	**2**	**0**	**1**

Prerequisite: PED 128
Corequisite: None
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able demonstrate the knowledge and ability to play a recreational round of golf. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

PED 130	**Tennis-Beginning**	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites: None
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.

PED 131	**Tennis-Intermediate**	**0**	**2**	**0**	**1**

Prerequisites: PED 130
Corequisites: None
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.

PED 142	**Lifetime Sports**	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites: None
This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

PED 143	**Volleyball-Beginning**	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites: None
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.

PED 145	**Basketball-Beginning**	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites: None
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

PED 147	**Soccer**	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites: None
This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

		Class	Lab	Clin.	Credit
PED 148	**Softball**	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites: None
this course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

PED 150	**Baseball/Beginning**	**0**	**3**	**0**	**1**

Prerequisites:
Corequisites: None
This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to particiapte in recreational baseball. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

PED 152	**Swimming-Beginning**	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites: None
This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards.

PED 153	**Swimming-Intermediate**	**0**	**2**	**0**	**1**

Prerequisites: PED 152
Corequisites: None
This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills.

PED 170	**Backpacking**	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites: None
This course covers the proper techniques for establishing a campsite, navigating in the wilderness, and planning for an overnight trip. Topics include planning for meals, proper use of maps and compass, and packing and dressing for extended periods in the outdoors. Upon completion, students should be able to identify quality backpacking equipment, identify the principles of no-trace camping, and successfully complete a backpacking experience.

PED 171	**Nature Hiking**	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites: None
This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes.

PED 177	**Ice Skating**	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites: None
This course introduces the fundamentals of ice skating. Emphasis is placed on basic positioning, balance, and form on ice. Upon completion, students should be able to demonstrate skills necessary for recreational ice skating.

		Class	Lab	Clin.	Credit
PED 181	**Snow Skiing-Beginning**	0	2	0	1

Prerequisites:
Corequisites: None
This course introduces the fundamentals of snow skiing. Topics include basic techniques, safety, and equipment involved in snow skiing. Upon completion, students should be able to ski a down slope, enter and exit a ski lift, and perform basic maneuvers on skis.

PED 182	**Snow Skiing Intermediate**	0	2	0	1

Prerequisites: PED 181
Corequisites: None
This course is designed to further develop snow skiing skills. Topics include selection and care of equipment, parallel skiing and turns, christies, advanced jumps, trail skiing, and slalom racing. Upon completion, students should be able to ski on varying terrains and snow conditions with control and safety.

PED 183	**Folk Dancing**	0	2	0	1

Prerequisites:
Corequisites: None
This course teaches the fundamental folk dance movements along with cultural traditions from various countries. Emphasis is placed on the history and traditions of the folk dance as well as the movements and the dances themselves. Upon completion, students should be able to demonstrate folk dances as well as knowledge of their origins and cultural traditions.

PED 184	**Square Dancing I**	0	2	0	1

Prerequisites:
Corequisites: None
This course introduces the terminology and skills necessary to perform square dancing. Topics include working from squared sets-squared circles to squared throughs, right and left throughs, and Dixie Chains. Upon completion, students should be able to perform square dance routines and recognize the calls made for all formations.

PED 185	**Square Dancing II**	0	2	0	1

Prerequisites: PED 184
Corequisites: None
This course includes additional variations and forms of square dancing. Topics include such routines as turns, grand swing, triple trades, wheel and deal, T-cup chain, and arky change. Upon completion, students should be able to demonstrate and perform country and western square dance routines.

PED 189	**Clogging**	0	2	0	1

Prerequisites:
Corequisites: None
This course introduces the fundamentals of clogging. Emphasis is placed on basic dance steps, turns, formations, and figures in American and English country dancing. Upon completion, students should be able to participate in the life-long recreational activity of clogging.

PHI 210	**History of Philosophy**	3	0	0	3

Prerequisites: ENG 111
Corequisites: None
This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Class	Lab	Clin.	Credit
PHI 215	**Philosophical Issues**	**3**	**0**	**0**	**3**

Prerequisites: ENG 111
Corequisites: None
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 240	**Introduction to Ethics**	**3**	**0**	**0**	**3**

Prerequisites: ENG 111
Corequisites: None
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHY 151	**College Physics I**	**3**	**2**	**0**	**4**

Prerequisites: MAT 161 or MAT 171
Corequisites: None
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 152	**College Physics II**	**3**	**2**	**0**	**4**

Prerequisites: PHY 151
Corequisites: None
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 251	**General Physics I**	**3**	**3**	**0**	**4**

Prerequisites: MAT 271
Corequisites: MAT 272
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units, and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

		Class	Lab	Clin.	Credit
PHY 252	**General Physics II**	3	3	0	4

Prerequisites: MAT 272 or PHY 251
Corequisites:
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

POL 110	**Intro Political Science**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 120	**American Government**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 130	**State & Local Government**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual.

POL 210	**Comparative Government**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

		Class	Lab	Clin.	Credit
PSY 101	**Applied Psychology**	3	0	0	3

Prerequisites:
Corequisites: None
This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living. *This course is intended for certificate and diploma programs.*

PSY 110	**Life Span Development**	3	0	0	3

Prerequisites:
Corequisites: None
This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

PSY 115	**Stress Management**	2	0	0	2

Prerequisites:
Corequisites: None
This course covers stressors and techniques for stress management. Topics include anger, assertiveness, adaptation to change, conflict, coping skills, identification of stressors, time management, and the physiology of stress and burnout. Upon completion, students should be able to demonstrate an understanding of the effective management of stress.

PSY 131	**Psychology of Dreams**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course covers the physiology of sleeping and dreaming and the major psychological approaches to the interpretation of dreams. Topics include historical and cultural perspectives on dreams, sleep disorders, and an examination of traditional and contemporary approaches to dreams and their meaning. Upon completion, students should be able to demonstrate a basic understanding of the psychological implications of sleeping and dreaming.

PSY 141	**Psychology of Death and Dying**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course presents psychological perspectives on death and dying. Topics include the culturally diverse aspects of death and the grieving process, adjustment mechanisms, interventions, and the psychological and ethical dimensions of death and dying. Upon completion, students should be able to demonstrate an understanding of the psychosocial aspects of death and dying.

PSY 150	**General Psychology**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

		Class	Lab	Clin.	Credit
PSY 183	**Psychology of Addiction**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course covers historical and theoretical perspectives on addictive behavior and the genetic, familial, and sociocultural influences on addiction. Topics include addictions to eating, gambling, alcohol, drugs, relationships, work, and sex. Upon completion, students should be able to demonstrate a knowledge of the theories of addiction and the factors underlying addictive behaviors.

PSY 211	**Psychology of Adjustment**	3	0	0	3

Prerequisites: PSY 150
Corequisites: None
This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment.

PSY 237	**Social Psychology**	3	0	0	3

Prerequisites: PSY 150 or SOC 210
Corequisites: None
This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 239	**Psychology of Personality**	3	0	0	3

Prerequisites: PSY 150
Corequisites: None
This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 241	**Developmental Psychology**	3	0	0	3

Prerequisites: PSY 150
Corequisites: None
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 243	**Child Psychology**	3	0	0	3

Prerequisites: PSY 150
Corequisites: None
This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children.

		Class	Lab	Clin.	Credit
PSY 246	**Adolescent Psychology**	3	0	0	3

Prerequisites: PSY 150
Corequisites: None
This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents.

PSY 247	**Psychology of Adulthood**	3	0	0	3

Prerequisites: PSY 150
Corequisites: None
This course examines the major theories and patterns of adult development from young adulthood to late adulthood. Topics include physical, cognitive, and psychosocial changes with an emphasis on relationships, family patterns, work roles, community interactions, and the challenges of each stage of adulthood. Upon completion, students should be able to demonstrate a knowledge of adult development and an ability to apply this knowledge to their own lives.

PSY 259	**Human Sexuality**	3	0	0	3

Prerequisites: PSY 150
Corequisites: None
This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality.

PSY 281	**Abnormal Psychology**	3	0	0	3

Prerequisites: PSY 150
Corequisites: None
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

RED 070	**Essential Reading Skills**	3	2	0	4

Prerequisites:
Corequisites: None
This course is designed for those with limited reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. *This course does not satisfy the developmental reading prerequisite for ENG 111.*

RED 080	**Introduction to College Reading**	3	2	0	4

Prerequisites: RED 070
Corequisites: None
This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. *This course does not satisfy the developmental reading prerequisite for ENG 111.*

		Class	Lab	Clin.	Credit
RED 090	**Improved College Reading**	3	2	0	4

Prerequisites: RED 080
Corequisites: None
This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. *This course satisfies the developmental reading prerequisite for ENG 111.*

RED 111	**Critical Reading for College**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines.

REL 110	**World Religions**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 111	**Eastern Religions**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 112	**Western Religions**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 211	**Intro to Old Testament**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Class	Lab	Clin.	Credit
REL 212	**Introduction to New Testament**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 221	**Religion in America**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SOC 105	**Social Relationships**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course is designed to study social relations and human behavior in all aspects of society. Emphasis is placed on the individual in the family, educational setting, and workplace. Upon completion, students should be able to apply knowledge about human behavior to improve interpersonal and job effectiveness. *This course is intended for certificate and diploma programs.*

SOC 210	**Introduction to Sociology**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 213	**Sociology of the Family**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

		Class	Lab	Clin.	Credit
SOC 220	**Social Problems**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 225	**Social Diversity**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 230	**Race and Ethnic Relations**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society.

SOC 234	**Sociology of Gender**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course examines contemporary roles in society with special emphasis on recent changes. Topics include sex role socialization, myths and stereotypes, gender issues related to family, work, and power. Upon completion, students should be able to analyze modern relationships between men and women.

SOC 242	**Sociology of Deviance**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance.

SOC 250	**Sociology of Religion**	3	0	0	3

Prerequisites: RED 090
Corequisites: None
This course examines religion from a sociological perspective as part and product of human society. Topics include the origins, development, and functions of belief systems; religious organizations; conversion; and interactions with politics, the economy, science, and the class system. Upon completion, students should be able to describe and analyze religous systems.

		Class	Lab	Clin.	Credit
SPA 111	**Elementary Spanish I**	3	0	0	3

Prerequisites:
Corequisites: None
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 112	**Elementary Spanish II**	3	0	0	3

Prerequisites: SPA 111
Corequisites: None
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 141	**Culture and Civilization**	3	0	0	3

Prerequisites:
Corequisites: None
This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world.

SPA 211	**Intermediate Spanish I**	3	0	0	3

Prerequisites: SPA 112
Corequisites: None
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 212	**Intermediate Spanish II**	3	0	0	3

Prerequisites: SPA 211
Corequisites: None
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

WLD 110	**Cutting Processes**	1	3	0	2

Prerequisites:
Corequisites: None
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

		Class	Lab	Clin.	Credit
WLD 112	**Basic Welding Processes**	1	3	0	2

Prerequisites:
Corequisites: None
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115	**SMAW (Stick) Plate**	2	9	0	5

Prerequisites:
Corequisites: None
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116	**SMAW (Stick) Plate/Pipe**	1	9	0	4

Prerequisites: WLD 115
Corequisites: None
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 121	**GMAW (MIG) FCAW/Plate**	2	6	0	4

Prerequisites:
Corequisites: None
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 122	**GMAW (MIG) Plate/Pipe**	1	6	0	3

Prerequisites: WLD 121
Corequisites: None
This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

WLD 131	**GTAW (TIG) Plate**	2	6	0	4

Prerequisites:
Corequisites: None
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 141	**Symbols & Specifications**	2	2	0	3

Prerequisites:
Corequisites: None
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

		Class	Lab	Clin.	Credit
WLD 143	**Welding Metallurgy**	1	2	0	2

Prerequisites:
Corequisites: None
This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.

WLD 151	**Fabrication I**	2	6	0	4

Prerequisites: WLD 110, WLD 115, WLD 116, and WLD 131
Corequisites: None
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

WLD 261	**Certification Practices**	1	3	0	2

Prerequisites: WLD 115, WLD 121, and WLD 131
Corequisites: None
This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

NOTES

NOTES

Working
toward
success
leaves
no time
to worry
about
failure.

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The Mayland Community College Foundation is a group of citizens from the three-county area who work to raise funds and cultivate friends for the College. The results of their efforts are evident in special projects at the College, scholarships for students, and the construction of the Phillips-Gwaltney Child Development Center. The Board of Directors for the Foundation includes:

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B.S., M.A. Ed. , Western Carolina University; Ed.D. North Carolina State University, Community Development Facilitator Training, DACUM Facilitator Training, Community-Based Programming Institute, National Issues Forum and Public Policy Institute.

Louise Buchanan ..... Administrative Assistant of Instructional Services
Attended Steed College of Technology, Mayland Community College

CURRICULUM FACULTY

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Diploma, Bryan Memorial Hospital School of Nursing; B.A., Hastings College, Hastings, NE; M.S. Texas Woman's University; additional work in adult education, University of Nebraska

Renie Braswell ..... Division Chairperson, Arts and Sciences
B.S., M.A., Ed.S., Appalachian State University

James M. Buchanan ..... Division Chairperson, Industrial & Commercial Programs ,
Diploma, McDowell Community College; Diploma, Mayland Community College; ASE Certification: 1-Car Training, Unibody Collision Repair, Unibody Refresher Course, Finish Matching, Plastic Repair, Advanced Vehicle Systems, Electronics for Collision Repair, Black Hawk Frame School; Kansas Jack . Frame School; Martin-Semour Training School; 3M Vocational Instructor Training; 3M Collision Shop Management Courses; PPG Refinishing Certification (Bronze Level); PPG Vo-Tech Instructor's Training; General Motors Courses; Hunter Wheel Alignment School

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B.S., Freed-Hardeman College; M.A., Appalachian State University,

Angie Duncan ..... Faculty, Business and Professional Programs
R.N., Presbyterian School of Nursing; B.S., M.Ed., Appalachian State University; Certified Provider of: Advanced Cardiac Life Support, Trauma Nursing Core Course, Basic Trauma Life Support and Mobile Intensive Care Nursing

Jean Finley ..... Faculty, Business and Professional Programs
A.A.S. McDowell Technical College, B.S.B.A., Gardner Webb University; additional work at Western Carolina University

Janet C. Graham ..... Faculty, Arts and Sciences
B.S., East Carolina University; Resource Specialist in ABS Instructor Training, Appalachian State University; M.A., Appalachian State University

Rhonda L. Gunter ..... Faculty, Arts and Sciences
B.S., M.A., Appalachian State University; Additional work at Appalachian State University

Jeff Jaynes ..... Faculty, Business and Professional Programs
B.S., M.A., Appalachian State University

Philip Johnson ..... Faculty, Industrial and Commercial Programs
B.S., North Carolina State University

Ruth Ann Lewis ..... Faculty, Industrial and Commercial Programs
Graduate, Western Academy of Hair Design; Advanced Study at Pivot; B.S., Western Carolina University

Stephen P. Liberty ..... Faculty, Arts and Sciences
B.A., University of Tennessee; M.Ed., Clemson University; Additional work at University of Northern . Colorado

James R. Lovelace ..... Faculty, Industrial and Commercial Programs
Diploma, Mayland Community College; Graduate United States Army Transportation School and NCO Academy; Additional work at Western Carolina University

Brenda W. McFee ..... Faculty, Business and Professional Programs
B.S.B.A., M.B.A. Western Carolina University; Certified Trainer - TQT, PQ Systems

Sandra Pierce ..... Faculty, Arts & Sciences
A.A.S., Mountain Empire Community College; B.S., Clinch Valley College; M.S., East Tennessee State University

David Pittman ..... Faculty, Industrial and Commercial Programs
B.S., M.S., Appalachian State University

Lenise Ramsey ..... Faculty, Arts & Sciences
B.A., Mars Hill College, M.A., Western Carolina University

Beth Richardson ..... Faculty, Arts and Sciences
B.A.,M.A., University of Northern Colorado. Additional work with the Chair Academy and Institute for Leadership Training and Development, Mesa, Arizona

Larry L. Sparks ..... Faculty, Industrial and Commercial Programs
Welding Certification, Froehling and Robertson, Inc.

Judy S. Stevens ..... Faculty, Business and Professional Programs
B.S., M.A.Ed., Western Carolina University; Additional work at the University of North Carolina at Chapel Hill

Stuart K. Thomas ..... Faculty, Business and Professional Programs
A.A., Lees-McRae College; B.A., The University of North Carolina at Chapel Hill; M.S., The University of North Carolina at Charlotte

Vicki Wise ..... Faculty, Business and Professional Programs
B.S.N. University of North Carolina at Greensboro

LEARNING RESOURCES CENTER

J. Jeanne Whisnant ..... Director, Learning Resources Center
A.A., A.A.S., Caldwell Community College and Technical Institute;
B.S., M.A., Appalachian State University; M.L.S., North Carolina Central University

Mamie Carpenter ..... Library Technical Assistant
A.A.S., Mayland Community College; Additional classes at Gardner-Webb University

Jon Wilmesherr ..... Technical Services Librarian
B.A., University of Georgia; M.A., Ed.S., Appalachian State University

WORKFORCE DEVELOPMENT

Robert Branch ..... Coordinator, Human Resources Development & Interim Director, Small Business Center
B.A., North Carolina State University; M.S., Western Carolina University Rural Economic Development Institute Leadership Program; additional work at the Way Biblical Research Center, Emporia, Kansas, . Belk Corporation Management Training Program; and Mayland Community College

Jerry V. Hatfield ..... Director, Off-Campus Programs - Yancey County
B.S., Mars Hill College; M.B.A., Western Carolina University

Kay O. Goins ..... Coordinator, Community Services Programs

Gregory Ledford ..... Information Systems Specialist
A.A.S., Mayland Community College

Sandra J. Lusk ..... Director, Off-Campus Programs-Avery County
B.S., M.A., Appalachian State University

Shelby Silvers ..... Clerk/Secretary
Diploma, Blantons Business College

BASIC SKILLS/LEARNING LABORATORY

Joyce Boone ..... ABE/GED Recruiter

Louise B. Hembree ..... Director, Basic Skills Program
B.S., M.A., Ed.S., Appalachian State University; Additional work at the University of North Carolina at Chapel Hill, North Carolina State University, and Virginia Polytechnic Institute and State University

PHILLIPS-GWALTNEY CHILD DEVELOPMENT CENTER

Sherry Byrd ..... Lead Teacher
A.A.S. Mayland Community College

Regina Daniels ..... Administrative Secretary
Diploma, Mayland Community College

Rita Gouge ..... Lead Teacher
A.A.S., Mayland Community College

Claudia Houchard ..... Lead Teacher
A.A.S., Mayland Community College

Deena G. Presnell ..... Lead Teacher
A.A.S. Mayland Community College

Alicia Shell ..... Lead Teacher
B.S., Appalachian State University

Crystal Vance ..... Lead Teacher
A.A.S., Mayland Community College

ADMINISTRATIVE SERVICES

David Wm. Whitson ..... Vice President, Administrative Services
A.A.S., Asheville-Buncombe Technical Community College; B.S., Mars Hill College;
M.A., Western Carolina University

Dickie R. Perry ..... Director, Management Information Services
A.A.S., Mayland Community College; B.T.B.A., Appalachian State University

Evelyn Cox ..... Accounting Technician
A.A.S., Mayland Community College

Ricky Elliott ..... Custodian

Norma Germaine ..... Environmental Technician III

Phil Germaine ..... Food Service Manager

Dianne Griffith ..... Receptionist
Diploma, Mayland Community College

Julia S. Hardie ..... Controller
A.A.S., Mayland Community College

Donald Hensley ..... Coordinator, Equipment/Purchasing
A.A.S., Mayland Community College; B.T.B.A., Appalachian State University

Barbara F. Hill ..... Accounting Technician
A.A.S., Mayland Community College

Kathy Hughes ..... Accounting Technician
A.A.S., Mayland Community College; B.S., Mars Hill College

Troy G. Hughes ..... Supervisor, Maintenance
United States Army Aberdeen Ordnance School; Diploma, Mayland Community College;
North Carolina Electrical Contractors License; Additional work at Mayland Community College;
North Carolina Plumbing Contracting License

Ronnie L. Hullett ..... Maintenance
Diploma, Asheville-Buncombe Technical Community College; Additional work at Mayland Community College; N.C. Electrical Contractor's License, N.C. Pesticide License

Joyce B. Orndoff ..... Systems Analyst
B.S., M.L.S., East Tennessee State University; Additional work at Appalachian State University and North Carolina State University

Paul E. Rash ..... Coordinator, Auxiliary Services
B.S., M.A., Appalachian State University, N.C. Real Estate Broker License

Cynthia M. Renfro ..... Cashier
A.A.S., Mayland Community College

STUDENT SERVICES

Suzanne Young Owens ..... Vice President, Student Services
B.S., M.A.T., East Tennessee State University; Ed.D., East Texas State University

John Gossett ..... Director, Institutional Advancement & Planning
B.S., University of Tennessee; M.B.A., Appalachian State University; additional work at North Carolina State University and the University of South Carolina

David Biddix ..... Coordinator, Marketing & Media
B.A., The University of North Carolina at Chapel Hill; M.P.A., Western Carolina University

R. Allen Buchanan ..... Graphic Artist
A.A., Isothermal Community College; A.A.S., McDowell Technical Community College

Paula Crowder ..... Admission/Retention Technician
A.A.S., Mayland Community College

Doug Dewar ..... Coordinator, Career Services
B.A., M.A., Appalachian State University

Tracy M. Medford ..... Records Analyst
B.S., Appalachian State University

Diana O'Shields ..... Admission/Retention Advisor
A.A.S. Mayland Community College; B.S., Milligan College

Rhonda S. Robinson ..... Financial Aid Technician
A.A.S., Mayland Community College

Elizabeth B. Silvers ..... Coordinator, Development & Public Relations
A.A., B.A. Lees-McRae College; M.A., Appalachian State University

Geraldine S. Vennerholm ..... Research Assistant
A.A., Clark State Community College; B.S., Milligan College; M.A., Appalachian State University

Brenda B. Ward ..... Registrar
Business Secretarial Diploma, McDowell Technical Community College; A.A.S., Mayland Community College

Patricia C. Willis ..... Coordinator, Financial Aid
B.S., M.A.Ed., University of Tennessee

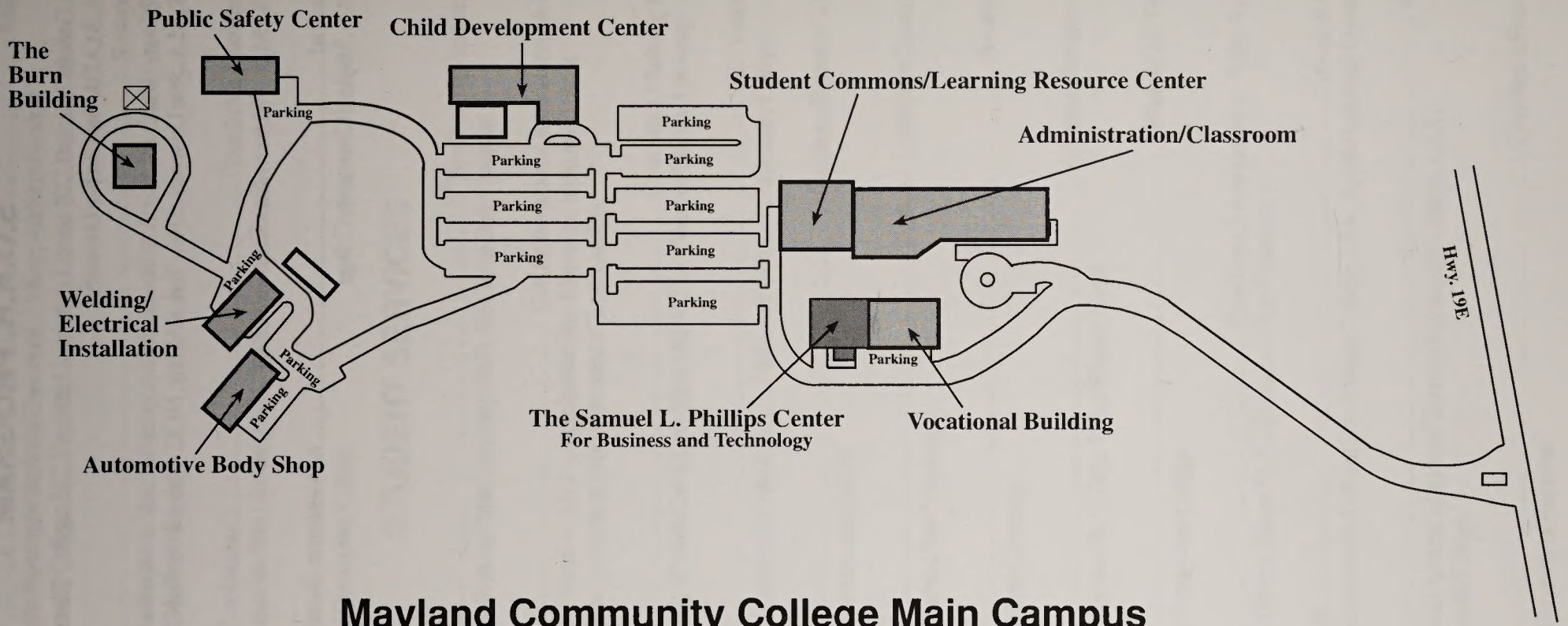
S.O.A.R. PROGRAM

Nancy H. Godwin ..... Director, S.O.A.R. Program
B.A., M.A.Ed., East Carolina University

Jeannette Murray Peek ..... Counselor, S.O.A.R. Program
B.S., M.A., State University of New York at Albany; N.C.C. -National Certified Counselor

April Pittman ..... Counselor, S.O.A.R. Program
B.S., M.A., Western Carolina University

Debbie Stafford ..... Administrative Secretary, S.O.A.R. Program
A.A.S., Mayland Community College



Mayland Community College Main Campus
Spruce Pine, North Carolina

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MAYLAND COMMUNITY COLLEGE
200 Mayland Drive
P.O. Box 547
Spruce Pine, N.C. 28777
http://www.mayland.cc.nc.us

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Community College
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